

# COLLEGE OF THE ALBEMARLE

1977-1979



## WHAT ARE STUDENTS

STUDENTS are the most important people in our college.

STUDENTS are not an interruption of our work—they are the purpose of it.

STUDENTS are a necessary part of our business—they are not outsiders.

STUDENTS are not cold statistics—they are flesh-and-blood human beings, with feelings and emotions like yours and mine.

STUDENTS are people who bring us their needs—it is our privilege to fill those needs.

STUDENTS are deserving of our most courteous and attentive treatment.

STUDENTS are full partners in our effort to cultivate wisdom through knowledge.

STUDENTS are the life blood of this and every college.



**COLLEGE OF  
THE ALBEMARLE**

**Catalog  
1977-1979**

## **FOREWORD**

All statements in this publication are announcements of present policies and are subject to change at any time without prior notice. College of The Albemarle reserves the right to make changes in program requirements and offerings, in regulations, and in fees. The college also reserves the right to discontinue at any time any programs or courses described in this catalog. While every effort will be made to give advance notice of any change of a program or course, such notice is not guaranteed or required.

College of The Albemarle is committed to the principle of equal opportunity. It is the college's policy not to discriminate on the basis of race, sex, color, national origin, religion or handicap with regard to its students, employees or applicants for admission or employment. Inquiries regarding compliance with this equal opportunity policy may be directed to the President of College of The Albemarle.

Unless otherwise indicated in a college publication, this catalog becomes effective September, 1977 and remains in effect through August, 1979.

### **MAILING ADDRESS**

College of The Albemarle  
Elizabeth City, North Carolina 27909

Telephone (919) 335-0821

# 1977

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# ACADEMIC CALENDAR

## SUMMER QUARTER 1977

May 16-27	Registration for all summer classes—day and night.
June 2	Thursday. First day of classes. Late fees apply.
June 8	Wednesday. Last day to register or add classes.
June 13	Monday. End of refund period.
July 4	Monday. Holiday.
July 8	Friday. Last day to withdraw without penalty.
August 11	Thursday. Last day of classes.
August 12	Friday. Reading Day.
August 15-18	Monday-Thursday. Final exams.
August 18	Thursday. Summer Quarter ends.
August 19	Friday. Commencement, 8:00 p.m.

## MINI-QUARTERS: SUMMER 1977

### FIRST MINI-QUARTER

May 16-27	Registration for all summer classes—day and night.
June 8	Wednesday. First day of classes. Late fees apply.
June 9	Thursday. Last day to register or add classes.
June 17	Friday. End of refund period. Last day to withdraw without penalty.
June 29	Thursday. Last day of classes.
June 30	Friday. Exams.

### SECOND MINI-QUARTER

May 16-27	Registration for all summer classes—day and night.
July 1	Friday. First day of classes. Late fees apply.
July 4	Monday. Holiday.
July 5	Tuesday. Last day to register or add classes.
July 11	Monday. End of refund period. Last day to withdraw without penalty.
July 25	Tuesday. Last day of classes.
July 26	Wednesday. Exams.

### THIRD MINI-QUARTER

May 16-27	Registration for all summer classes—day and night.
July 27	Wednesday. First day of classes. Late fees apply.
July 28	Thursday. Last day to register or add classes.
August 8	Monday. End of refund period. Last day to withdraw without penalty.
August 17	Wednesday. Last day of classes.
August 18	Thursday. Exams.
August 19	Friday. Commencement, 8:00 p.m.

## FALL QUARTER 1977

August 22-	
September 6	Registration for all fall classes—day and night.
September 7	Wednesday. Freshman and transfer student orientation and counseling.

September 8	Thursday. First day of classes. Late fees apply.
September 14	Wednesday. Last day to register or add classes.
September 19	Monday. End of refund period.
October 12	Wednesday. Last day to withdraw without penalty.
November 16	Wednesday. Last day of classes.
November 17	Thursday. Reading Day. Final exams for Thursday evening classes.
November 18, 21-23	Friday, Monday-Wednesday. Final exams for Fall Quarter.
November 23	Wednesday, Fall Quarter ends.
November 24-28	Thanksgiving Holidays.

### WINTER QUARTER 1977-78

November 7-18	Registration for all winter classes—day and night.
November 29	Tuesday. Freshman and transfer student orientation and counseling.
November 30	Wednesday. First day of classes. Late fees apply.
December 6	Tuesday. Last day to register or add classes.
December 12	Monday. End of refund period.
December 16	Friday. Christmas holidays begin after last class.
January 3	Tuesday. Classes resume.
January 18	Wednesday. Last day to withdraw without penalty.
February 22	Wednesday. Last day of classes.
February 23	Thursday. Reading Day. Final exams for Thursday evening classes.
February 24, 27, 28, March 1	Friday, Monday-Wednesday. Final exams for Winter Quarter
March 1	Wednesday. Winter Quarter ends.

### SPRING QUARTER 1978

February 13-24	Registration for all spring classes—day and night.
March 3	Friday. Freshman and transfer student orientation and counseling.
March 6	Monday. First day of classes. Late fees apply.
March 10	Friday. Last day to register or add classes.
March 15	Wednesday. End of refund period.
March 22	Wednesday. Easter holidays begin after last class.
March 29	Wednesday. Classes resume.
April 18	Tuesday. Last day to withdraw without penalty.
May 18	Thursday. Last day of classes.
May 19	Friday. Reading Day.
May 22-25	Monday-Thursday. Final exams for Spring Quarter.
May 25	Thursday. Spring Quarter ends.
May 26	Friday. Commencement, 8:00 p.m.

### SUMMER QUARTER 1978

May 8-19	Registration for all summer classes—day and night.
June 1	Thursday. First day of classes. Late fees apply.
June 7	Wednesday. Last day to register or add classes.
June 12	Monday. End of refund period.

July 4	Tuesday. Holiday.
July 6	Thursday. Last day to withdraw without penalty.
August 10	Thursday. Last day of classes.
August 11	Friday. Reading Day.
August 14-17	Monday-Thursday. Final exams for Summer Quarter.
August 18	Friday. Commencement, 8:00 p.m.

## MINI-QUARTERS: SUMMER 1978

### FIRST MINI-QUARTER

May 8-19	Registration for all summer classes—day and night.
June 7	Wednesday. First day of classes. Late fees apply.
June 8	Thursday. Last day to register or add classes.
June 16	Friday. End of refund period. Last day to withdraw without penalty.
June 28	Wednesday. Last day of classes.
June 29	Thursday. Exams.

### SECOND MINI-QUARTER

May 8-19	Registration for all summer classes—day and night.
June 30	Friday. First day of classes. Late fees apply.
July 3	Monday. Last day to register or add classes.
July 4	Tuesday. Holiday.
July 7	Friday. End of refund period.
July 12	Wednesday. Last day to withdraw without penalty.
July 24	Monday. Last day of classes.
July 25	Tuesday. Exams.

### THIRD MINI-QUARTER

May 8-19	Registration for all summer classes—day and night.
July 26	Wednesday. First day of classes. Late fees apply.
July 27	Thursday. Last day to register or add classes.
August 4	Friday. End of refund period. Last day to withdraw without penalty.
August 16	Wednesday. Last day of classes.
August 17	Thursday. Exams.
August 18	Friday. Commencement, 8:00 p.m.

## FALL QUARTER 1978

August 21-	
September 6	Registration for all fall classes—day and night.
September 6	Wednesday. Freshman and transfer student orientation and counseling.
September 7	Thursday. First day of classes. Late fees apply.
September 13	Wednesday. Last day to register or add classes.
September 15	Friday. End of refund period.
October 11	Wednesday. Last day to withdraw without penalty.
November 15	Wednesday. Last day of classes.
November 16	Thursday. Reading Day. Final exams for Thursday evening classes.
November 17,	
20-22	Friday, Monday-Wednesday. Final exams for Fall Quarter.
November 22	Wednesday. Fall Quarter ends.
November 23-27	Thanksgiving holidays.

## WINTER QUARTER 1978-79

November 6-17	Registration for all winter classes—day and night.
November 28	Tuesday. Freshman and transfer student orientation and counseling.
November 29	Wednesday. First day of classes. Late fees apply.
December 5	Tuesday. Last day to register or add classes.
December 8	Friday. End of refund period.
December 15	Friday. Christmas holidays begin after last class.
January 2	Tuesday. Classes resume.
January 17	Wednesday. Last day to withdraw without penalty.
February 21	Wednesday. Last day of classes.
February 22	Thursday. Reading Day. Final exams for Thursday evening classes.
February 23, 26-28	Friday, Monday-Wednesday. Final exams for Winter Quarter.
February 28	Friday. Winter Quarter ends.

## SPRING QUARTER 1979

February 12-23	Registration for all spring classes—day and night.
March 2	Friday. Freshman and transfer student orientation and counseling.
March 5	Monday. First day of classes. Late fees apply.
March 9	Friday. Last day to register or add classes.
March 14	Wednesday. End of refund period.
April 6	Friday. Last day to withdraw without penalty.
April 11	Wednesday. Easter holidays begin after last class.
April 18	Wednesday. Classes resume.
May 17	Thursday. Last day of classes.
May 18	Friday. Reading Day.
May 21-24	Monday-Thursday. Final exams for Spring Quarter.
May 24	Thursday. Spring Quarter ends.
May 25	Friday. Commencement, 8:00 p.m.

## SUMMER QUARTER 1979

May 7-18	Registration for all summer classes—day and night.
May 31	Thursday. First day of classes. Late fees apply.
June 6	Wednesday. Last day to register or add classes.
June 8	Friday. End of refund period.
July 4	Wednesday. Holiday.
July 5	Thursday. Last day to withdraw without penalty.
August 9	Thursday. Last day of classes.
August 10	Friday. Reading Day.
August 13-16	Monday-Thursday. Final exams for Summer Quarter.
August 16	Thursday. Summer quarter ends.
August 17	Friday. Commencement, 8:00 p.m.

## MINI-QUARTERS: SUMMER 1979

### FIRST MINI-QUARTER

May 7-18      Registration for all summer classes—day and night.

June 6	Wednesday. First day of classes. Late fees apply.
June 7	Thursday. Last day to register or add classes.
June 15	Friday. Last day to withdraw without penalty. End of refund period.
June 27	Wednesday. Last day of classes.
June 28	Thursday. Exams.

#### **SECOND MINI-QUARTER**

May 7-18	Registration for all summer classes—day and night.
June 29	Friday. First day of classes. Late fees apply.
July 2	Monday. Last day to register or add classes.
July 4	Wednesday. Holiday.
July 6	Friday. End of refund period.
July 11	Wednesday. Last day to withdraw without penalty.
July 23	Monday. Last day of classes.
July 24	Tuesday. Exams.

#### **THIRD MINI-QUARTER**

May 7-18	Registration for all summer classes—day and night.
July 25	Wednesday. First day of classes. Late fees apply.
July 26	Thursday. Last day to register or add classes.
August 3	Friday. End of refund period. Last day to withdraw without penalty.
August 15	Wednesday. Last day of classes.
August 16	Thursday. Exams.
August 17	Friday. Commencement, 8:00 p.m.







## BOARD OF TRUSTEES

J. MACN. DUFF, <i>Chairman</i> .....	Pasquotank County
GERALD F. WHITE, <i>Vice-Chairman</i> .....	Pasquotank County
J. PARKER CHESSON, JR., <i>Secretary</i> .....	Pasquotank County

## GOVERNOR'S APPOINTEES

### *Term Expires*

WILLIAM F. AINSLEY	6/30/77	Perquimans County
VERNON G. JAMES	6/30/79	Pasquotank County
JEAN T. POSTON	6/30/81	Pasquotank County
ANDREW H. WILLIAMS	6/30/83	Pasquotank County

## PASQUOTANK COUNTY COMMISSIONERS' APPOINTEES

W. T. JACKSON, JR.	6/30/77	Pasquotank County
J. MACN. DUFF	6/30/79	Pasquotank County
JOSEPH L. LAMB, JR.	6/30/81	Pasquotank County
SHELBY SCOTT	6/30/83	Pasquotank County

## ELIZABETH CITY-PASQUOTANK COUNTY BOARD OF EDUCATION APPOINTEES

J. CARROLL ABBOTT	6/30/77	Pasquotank County
JOSEPH P. KRAMER	6/30/79	Pasquotank County
GERALD F. WHITE	6/30/81	Pasquotank County
WILLIAM A. SMALL	6/30/83	Pasquotank County

## ADMINISTRATIVE OFFICERS

President .....	J. PARKER CHESSON, JR.
Dean of Instruction .....	NORMAN L. NORFLEET
Dean of Student Services .....	G. JOHN SIMMONS, JR.
Business Manager .....	HENRY J. BURNESS

## ADMINISTRATIVE STAFF

### Admissions and Testing, Director of;

Counselor .....	W. CHARLES FRANCIS
Assistant Dean of Instruction .....	DEMPSEY D. BURGESS
Assistant to the President .....	ROSE MARIE WISE
Bookkeeper .....	DOROTHY G. FERRELL
Student Financial Aid, Director of .....	PEGGY M. HARRIS
Occupational Counselor; Director of Disadvantaged and Handicapped Program .....	G. CURTIS NEWBY, SR.
Occupational Counselor; Director of Placement and Alumni .....	DONALD L. BOYETTE
Physical Facilities, Director of .....	CURTIS J. OLDS, SR.
Public Information Officer .....	WILLIAM F. HASKETT
Registrar .....	ELIZABETH W. FULLER

## DEPARTMENT CHAIRPERSONS

Business .....	JAMES T. CONNOLLY
Continuing Education .....	W. CLAYTON MORRISSETTE
Cooperative Education .....	DEMPSEY D. BURGESS
Drafting and Design .....	ROBERT L. FORD
Electronics .....	DAVID T. HODGES
Evening Program .....	JAMES A. MASON
Fine Arts .....	ANNA W. BAIR
Health, Physical Education, and Athletics .....	WILLIAM R. STERRITT
Library Services .....	C. DONALD LEE
Mathematics and Natural Sciences .....	WADE H. JORDAN, JR.
Modern Languages .....	JAMES T. BRIDGES
Nursing .....	WILMA W. HARRIS
Social Sciences .....	JOSEPH M. SALMON
Vocational Trades .....	DEMPSEY D. BURGESS

## ATHLETICS

Director of Athletics .....	WILLIAM R. STERRITT
Coach, Baseball .....	SHELBY H. MANSFIELD
Coach, Basketball (Women) .....	C. MARION HARRIS, JR.
Coach, Basketball (Men) .....	LYNN H. HALLMAN
Coach, Tennis .....	MARTHA KAY PATTERSON
Intramural Athletics .....	MARTHA KAY PATTERSON

## CLERICAL AND SECRETARIAL STAFF

Admissions .....	JUDY T. NERO
Accounting Machine Operator .....	E. LOIS OLLIS
Cashier .....	THELMA L. SANDERS
Continuing Education Department .....	CAROLYN H. HOPKINS
Continuing Education Department .....	MARIE L. RIFFLE
Cooperative Education Department .....	MARIA D. MIKEAL
Dean of Instruction .....	ARLETT I. JONES
Dean of Student Services and Registrar .....	RITA C. PRIVOTT
Faculty, Main Building .....	JANICE P. BRYANT
Library Services Department .....	HELEN M. KICKLIGHTER
Nursing Department .....	PATRICIA D. SWEENEY
President .....	GLORIA M. CROWELL

## SUPPORTIVE STAFF

Audio-visual Technician .....	BRYAN T. O'LEARY
Bookstore Manager .....	SHIRLEY RHEES
Equipment Coordinator .....	MARY F. SPRUILL
Graphic Arts .....	JESSE L. JOHNSON
Purchasing Agent .....	VIRGINIA H. HURDLE
Switchboard Operator .....	GAIL C. BUTTS

## PHYSICAL FACILITIES STAFF

JERRY L. BARCO	ISAAC MATHEWS, JR.
LARRY E. BILLETT	LLOYD G. REESE
GEORGIA S. BROOKS	KENNETH RIDICK
JAMES C. CARVER	GLADYS WHITEHURST
LUBERTA CHAPMAN	SELWYN WILLIAMS



## FACULTY AND STAFF

AYDETT, L. CLATE	Mathematics
B.A., Duke University; M.A., East Carolina University	
AYDLETT, DOROTHY B.	Coordinator, Individualized Instruction
B.A., University of North Carolina at Greensboro; M.A.Ed., East Carolina University	Center, Elizabeth City
AYDLETT, JULIAN E., JR.	Mathematics
B.A., University of North Carolina at Chapel Hill; M.A., East Carolina University	
BAIR, ANNA W.	Art and Music
A.B., B. Music, Salem College; M.A., DePaul University; Associate American Guild of Organists; Royal School of Church Music (England)	
BOYETTE, DONALD L.	Counselor, Director of Placement and Alumni
B.S., M.Ed., North Carolina State University	
BRIDGES, JAMES T.	English
B.S., M.A., Appalachian State University	
BRYSON, SANDRA H.	Nursing
A.A., Peace College; B.S., University of North Carolina at Chapel Hill	
BURGESS, DEMPSEY D.	Assistant Dean of Instruction
B.A., M.A.Ed., East Carolina University	
BURNES, HENRY J.	Business Manager
CDR, USCG (Ret.)	
BYRUM, PHYLLIS N.	Mathematics
B.S., M.A.Ed., East Carolina University	
CHAPPELL, LU ANN S.	Business
A.A., College of The Albemarle; B.S., East Carolina University	
CHESSON, J. PARKER, JR.	President
B.S., M.A., East Carolina University; Ph.D., North Carolina State University	
CONNOLLY, JAMES T.	Business
A.A., Mitchell College; B.S., M.S., Appalachian State University	
DUNLOW, DOROTHY J.	Business
B.S., M.A.Ed., East Carolina University	
FERRELL, DOROTHY G.	Bookkeeper
A.A., Campbell College	
FORD, ROBERT L.	Drafting and Design
B.S., Northeastern State College; M.A.Ed., University of Northern Colorado	
FRANCIS, W. CHARLES	Counselor, Director of Admissions and Testing
B.A., M.A.Ed., East Carolina University	
FULLER, ELIZABETH W.	Registrar
GREGORY, DAVID B.	Biological Sciences
A.B., M.A.Ed., East Carolina University	

HALLMAN, LYNN H.	Health and Physical Education
B.S., M.A., Wake Forest University	
HARRIS, C. MARION, JR.	Health and Physical Education
A.A., College of The Albemarle; B.S., Atlantic Christian College; M.A.Ed., East Carolina University	
HARRIS, PEGGY M.	Director, Student Financial Aid
A.A.S., College of The Albemarle	
HARRIS, WILMA W.	Nursing
R.N., Rex Hospital School of Nursing; B.S.N., University of North Carolina at Chapel Hill; M.A.Ed., East Carolina University	
HASKETT, WILLIAM F.	Public Relations Officer
B.A., University of North Carolina at Chapel Hill	
HEWITT, VIRGINIA N.	Assistant Librarian
B.S., Guilford College	
HILL, BENJAMIN F., III	Arts and Crafts
B.S., East Carolina University	
HODGES, DAVID T.	Electronics and Physics
A.A.S., Old Dominion University; B.S., Northwestern State University; M.A.Ed., East Carolina University	
JESSUP, VAZELLE S.	Cosmetology
Southern School of Beauty Culture; Registered Electrologist, Kree Institute of Electrolysis; Finance School of Hair Design	
JOLLY, LOURICE B.	Nursing
R.N., Robeson County Hospital School of Nursing	
JORDAN, WADE H., JR.	Physical Sciences
B.A., East Carolina University; Ph.D., University of Texas	
KILKER, MITZI L.	Nursing
A.A., Foothill College, California; B.S.N., Old Dominion University	
LEE, C. DONALD	Librarian
B.A., University of Denver; M.S., Louisiana State University	
LEE, C. NORMAN	Electronics and Data Processing
B.S., University of Alabama; M.S., University of Florida	
LIVERMAN, WILLIAM B.	Drafting and Design
B.A., Old Dominion University; Journeyman Patternmaker, Naval Shipyard Apprentice School; M.A., Old Dominion University	
MANSFIELD, SHELBY H.	Psychology
B.S., M.Ed., North Carolina State University	
MASON, JAMES A.	Director, Evening Program
B.S., M.A.Ed., East Carolina University	
MERCER, JESSE B.	Business
B.S., High Point College; M.A., East Carolina University	
MOORE, MILDRED W.	Nursing
R.N., Norfolk Memorial and Norfolk Protestant Hospitals	
MORRISETTE, W. CLAYTON	Director, Continuing Education
B.S., M.A.Ed., East Carolina University	
MCKECUEN, GEORGE	English and Language Arts
B.A., University of North Carolina at Wilmington; M.A., Appalachian State University	

- NEWBOLD, MARTHA L. .... Assistant Coordinator, Individualized Instruction Center, Elizabeth City  
A.B., Atlantic Christian College
- NEWBY, G. CURTIS, SR. .... Counselor; Director of Disadvantaged and Handicapped  
B.S., Elizabeth City State University; M.A., Old Dominion University
- NORFLEET, NORMAN L. .... Dean of Instruction  
A.A., College of The Albemarle; A.B., M.A.Ed., East Carolina University
- OLDS, CURTIS J., SR. .... Director, Physical Facilities  
CWO-4, USCG (Ret.)
- PATTERSON, MARTHA KAY .... Health and Physical Education  
A.A., Peace College; B.S., M.A.Ed., East Carolina University
- PHIFER, CURTIS B., JR. .... Biological Sciences  
B.S., North Carolina State University; M.S., Florida State University
- RENEGAR, DOUGLAS M. .... Coordinator, Individualized Instruction Center, Edenton  
B.A., Wake Forest University; M.A.Ed., East Carolina University
- RHEES, JEROME U. .... History and Geography  
B.S.F.S., M.A., Georgetown University
- RICCARDO, BARBARA D. .... Foreign Languages  
B.S., Ohio Wesleyan University; M.A., University of Arizona
- RICCARDO, RONALD R. .... History  
B.A., Bloomfield College; M.A., Appalachian State University
- RUMPF, ELIZABETH G. .... Nursing  
R.N., Maryland General Hospital School of Nursing
- SALMON, JOSEPH M. .... History  
A.A., Chipola Junior College; B.S., Troy State College; M.S., Florida State University
- SANDERS, PATSY O. .... English and Language Arts  
B.S., M.A.Ed., East Carolina University
- SAWYER, DOUGLAS M. .... Continuing Education  
B.S., East Carolina University
- SCOTT, JAMES F., JR. .... Business  
B.S., North Carolina State University; M.B.A., George Washington University; M.A.O.M., Duke University
- SHORKEY, RAYMOND H. .... Machinist  
Ford Apprentice School; Naval Air Technical School; Vocational Training; Foreman Training
- SIMMONS, G. JOHN, JR. .... Dean of Student Services  
B.A., Pfeiffer College; M.A., Appalachian State University
- STEPHENS, ROBERT O. .... English  
B.A., North Carolina Wesleyan College; M.A., Appalachian State University
- STERRITT, WILLIAM R. .... Health and Physical Education  
B.S., M.S., Ed.D., University of Southern Mississippi
- THOMAS, ALLEGRA W. .... Instructor, Operating Room Technician  
R.N., Royal Victoria Hospital

- THORNE, ROBERT E. .... English  
 A.A., American International College; A.B., M.A.T., University of North  
 Carolina at Chapel Hill; Ph.D., Duke University
- VAUGHAN, LUCY F. .... Drama and Speech  
 B.S., University of Houston; M.A., Kent State University
- WESNER, GERHARDT H. .... Automotive Mechanics  
 Auto Maintenance and Repair, USMC
- WHITE, BETSY R. .... Nursing  
 R.N., Louise Obici School of Nursing
- WHITE, J. NELSON .... Business  
 B.S., Campbell College; M.B.A., East Carolina University
- WILLIAMS, ROSE B. .... Nursing  
 R.N., Norfolk General Hospital School of Nursing
- WISE, ROSE MARIE .... Assistant to the President
- WRIGHT, PEGGY G. .... Nursing  
 B.S., East Carolina University

#### FACULTY EMERITUS

- BAIR, CLIFFORD E. .... Music  
 B.Mus., D.Mus., Chicago Music College; American Academy of Teachers  
 of Singing; study with Hans Baron, Breslau, Germany; Mozarteum,  
 Salzburg, Austria







# GENERAL INFORMATION

## THE COMPREHENSIVE COMMUNITY COLLEGE

The comprehensive community college is a relatively new concept in higher education; it arose in response to the American commitment to the idea of broad educational opportunities for all segments of our society. As the name implies, a community college serves the educational needs of the area in which it is located, providing various types of educational programs for commuting students at a relatively low cost. Educational services can be broadly categorized into three areas—two-year college transfer programs, two-year and one-year occupational programs, and continuing education programs. The latter programs encompass activities ranging from adult basic education to general interest courses for college graduates.

## HISTORY

The idea for a community college in Elizabeth City was developed when the Community College Act was passed by the 1957 North Carolina General Assembly, enabling counties to establish their own two-year colleges.

On November 5, 1960, the people of Pasquotank County voted their approval for a new college by a five to two margin. A charter was issued on December 16, 1960, and shortly thereafter the first Board of Trustees was appointed.

The college opened its doors to its first freshman class in September, 1961. Members of the first graduating class received their degrees on May 31, 1963.

College of The Albemarle was the first college in the state chartered under the Community College Act of 1957. The 1963 General Assembly adopted legislation "to promote and encourage education beyond the high school in North Carolina." Among other things, this legislation authorized the establishment of comprehensive community colleges. This legislation became effective on July 1, 1963, and on that same date, at the request of the college trustees and with the joint approval of the State Board of Education and the State Board of Higher Education of North Carolina, College of The Albemarle became the first comprehensive community college in the North Carolina Community College System.

As the college has grown, new technical and vocational curricula have been added and existing programs have been strengthened.

## LOCATION AND FACILITIES

The college is presently operating on two campuses. The occupational and continuing education departments are located in the Technical Center at the new campus on U. S. 17 North. The college transfer departments, the Whitehurst Library, and the administrative offices are located at the old campus on Riverside Avenue. The master plan of development provides for the eventual construction of a classroom-administration complex and a physical education building on the new campus. Following the completion of these facilities, College of The Albemarle will be located in its entirety on the new campus.

The Technical Center, completed in 1972, houses the technical and vocational classrooms, offices, laboratories, a branch of the Whitehurst Library, the continuing education offices, and the Individualized Instruction Center. Also on the new campus is an athletic field which is used for physical education activities and for intercollegiate baseball.

The old campus consists of three buildings—the Main Building, the Whitehurst Library and a Gymnasium-Auditorium. In the Main Building there are classrooms, science and language arts laboratories, and faculty and administrative offices. The college bookstore, a snack bar, and a lounge area are located on the ground floor of this building.

The Whitehurst Library, adjacent to the Main Building, houses College of The Albemarle's collection of approximately 30,000 volumes of books carefully chosen to meet the needs of the college. It receives approximately 250 periodicals representing academic fields, professional interests, and general interests. Back issues of these periodicals are either bound or put on microfilm. The Library Services Department is responsible for the audio-visual program of the college and provides films, filmstrips, tapes, recordings, and other visual aids, both for classroom and individual use. A special room is provided for listening and recording.

The gymnasium-auditorium, completed in 1964, houses a collegiate size basketball court, bleachers having a seating capacity of over 500, and complete locker room facilities. A stage and auditorium, seating over 1,000, adds to the usefulness of this multi-purpose building.

The college maintains additional facilities at the Art Center on Riverside Avenue.

Classroom facilities for the Practical Nurse Education Program are provided by Albemarle Hospital. They are located adjacent to the Technical Center on U. S. 17 North.

## OBJECTIVES OF THE COLLEGE

College of The Albemarle strives to serve the community by providing accessible higher education for young people and adults for their cultural development, for developing responsible citizenship, and for enriching personal living.

The major objectives of the college are as follows:

1. To provide specific occupational curricula which lead to employment in both vocational and technical areas, including shorter programs for retraining or for upgrading skills;
2. To prepare students for advanced scholarly study by providing the first two years of basic collegiate education which is transferable to senior colleges and universities;
3. To provide continuing education opportunities for adults who seek to develop vocational skills or who simply desire to study for personal development;
4. To provide basic literacy training and a high school completion program for adults whose formal education is below the twelfth grade level;
5. To provide career planning assistance as well as academic advisement and personal counseling;
6. To provide activities and services for the community for the purpose of enriching its cultural and civic life;
7. To develop in all students a capacity for self-directed learning and a commitment to life-long learning, while maintaining high academic standards in all programs of study.

## ACCREDITATION

College of The Albemarle is accredited by the Southern Association of Colleges and Schools and the North Carolina State Board of Education.

Credits earned at College of The Albemarle in curricula leading to the Associate in Arts degree, the Associate in Science degree, the Associate in Fine Arts degree, and some of those leading to the Associate in Applied Science degree are transferable to senior colleges and universities for a higher degree.

## COLLEGE PROGRAMS

College transfer programs offer courses for those wishing to pursue studies leading to the Associate in Arts, the Associate in Science, and the Associate in Fine Arts degrees and for transferring to a four-year college or university after completing their studies at College of The Albemarle. Students may select courses in any of the following educational programs:

Pre-Agriculture	Pre-Drama
Pre-Art	Pre-Elementary Education
Pre-Business Administration	Pre-Forestry
Pre-Business Education	Pre-Law
Pre-Liberal Arts	Pre-Science
Pre-Mathematics	Pre-Secondary Education
	Pre-Music

Each of the following technical programs lead to the Associate in Applied Science degree and are designed to lead to immediate employment:

Associate Degree Nursing
Business Administration Technology
Drafting and Design Technology
Electronics Technology
Executive Secretary Technology
General Office Technology
Medical Secretary Technology

Vocational programs designed for those students wishing to prepare themselves for particular occupations are offered in the following areas:

Advanced Machinist
Automotive Mechanics
Cosmetology
Machinist
Nurses' Assistant
Operating Room Technician
Practical Nurse Education

Continuing education programs include a variety of courses designed to meet the particular needs and interests of individuals, businesses, and industries in the area. Programs designed for training persons for specific industries are offered when needed, and general offerings designed to help persons complete their high school education and improve their skills in other areas are offered each quarter.





# ADMISSION TO THE COLLEGE

## GENERAL REQUIREMENTS FOR ADMISSION

College of The Albemarle follows the open door admissions policy established by the State Board of Education, with selective placement in the different curricula or other programs of the institution. This policy provides for the admission of any person who has 1) graduated from high school or earned its equivalent (GED),\* or 2) who is eighteen years of age and is not attending high school.

Applicants for credit toward two-year degree programs must be high school graduates or hold the equivalency certificate and are required to take placement tests. Health questionnaires are also required. Health careers applicants must take entrance exams and are required to get a doctor's examination.

Prospective students for one-year vocational programs are required to be high school graduates or have earned its equivalent (GED).\* In addition, the college may accept under certain conditions a limited number of one-year vocational special student applicants who are not high school graduates.

In addition to other admissions forms, all full-time and part-time students must complete a standard medical questionnaire and Residence Status Form prior to initial registration. Any student who plans to enter nursing or cosmetology, or participate in inter-collegiate sports must have a medical examination form completed by a physician.

All admissions materials for programs of study can be obtained from the Admissions Office located on the Riverside Avenue campus. Specific guidelines on the admissions procedures for various programs may be obtained by writing or calling the Admissions Office.

For applicants who plan to enroll under the G. I. Bill, there are additional criteria which must be followed prior to *certification* to the V.A. for payment purposes.

It is the policy of the College of The Albemarle to encourage all applicants to complete high school or the high school equivalency before admission to the college.

College of The Albemarle is committed to the principle of equal opportunity. It is the college's policy not to discriminate on the

\* Applicants' scores must meet the minimum requirements for the State of North Carolina or the applicant must present a certificate from another state verifying successful completion of the GED.

basis of race, sex, color, national origin, religion or handicap with regard to its students, employees or applicants for admission or employment. Inquiries regarding compliance with this equal opportunity policy may be directed to the President of College of The Albemarle.

Preparatory training, particularly for the college transfer programs, should emphasize the traditional academic subjects. The recommended high school credits include:

English	4 units
Foreign Language	2 units
Mathematics	2 units
Social Studies	2 units
Natural Science	1 unit
Electives	5 units

## **ADMISSIONS REQUIREMENTS FOR TRANSFER STUDENTS**

Students desiring to transfer to College of The Albemarle from another institution must be able to meet the admission requirements in effect at the time of their applications and to provide proof of their eligibility to return to the institution last attended. If the students are ineligible to return to that institution or if they have been placed on probation by that institution, they may be admitted to College of The Albemarle on Conditional Status. However, program selection and placement responsibility resides in the office of the Dean of Student Services.

Credit is given for "C" or better work completed at accredited institutions and institutions in the North Carolina Community College System if it parallels work offered at College of The Albemarle. All transfer credit is awarded pending successful completion of one quarter as a full-time student at the college.

Transfer students must maintain a "C" average on all work attempted (at least 36 hours) at College of The Albemarle to be eligible to graduate. If a "C" average is maintained, all grades transferred to the college will be considered with those earned at College of The Albemarle to determine honors.

## **FRESHMAN ORIENTATION PERIOD**

The purpose of the required orientation program is to introduce students to their new environment and to acquaint them with the policies and regulations of the college. Receptions, assemblies,

lectures, and open forum discussions are held to assist students in making an effective adjustment to college life.

## **REGISTRATION**

College of The Albemarle has a two week registration period which usually begins two weeks prior to the first day of classes for any quarter. Tuition and fees are due and payable on the day students register. All prospective financial aid recipients must have received their financial aid award letter prior to being registered for classes. Late registration is permitted through the first week of classes for each quarter, and two days of late registration are permitted for the summer mini-quarters. Students with incomplete admissions files may register for classes only with special permission from the Dean of Student Services. Students allowed to register under these conditions must complete their files before any grades can be released or credit granted. Students cannot register for a subsequent quarter until their files are complete.

Any past due accounts owed to the college must be paid before permission to register can be given.

Veterans and/or war orphans should see the Veterans Affairs section for special conditions concerning enrollment certification for initial entrance to College of The Albemarle.

## **AUDITING COURSES**

Students who wish to audit courses must follow the usual procedure for registration. Auditors receive no credit but are expected to attend classes regularly and participate in class discussions. They are encouraged to do all work and assignments expected of regularly enrolled students. Auditors will be charged the same fees as students taking courses for credit and they are responsible for observing the same regulations concerning attendance and behavior as students registered for credit.

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LAMAR  
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## FEES AND EXPENSES

Students who enroll in curriculum classes are subject to the following tuition and fee rates:

Tuition for In-state Residents

\$2.75 per quarter hour or \$33.00 maximum per quarter

Tuition for Out-of-state Residents

\$13.50 per quarter hour or \$162.50 maximum per quarter

Activity Fee (12 or more quarter hours)

Fall Quarter	\$10.00
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Winter Quarter	9.00
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Spring Quarter	9.00
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All tuition and fees are due and payable at the time of registration.

Any past accounts owed to the college must be paid before permission to register can be given.

The cost of books, supplies, and gym uniforms, while varying according to the courses of study, should total approximately \$120 per year, with the major expense occurring in the Fall Quarter.

Candidates for graduation will be charged a fee to cover costs of the diploma, and cap and gown purchase. This fee is non-refundable.

Each full-time student (carrying 12 or more quarter hours) pays an activity fee. This entitles the student to admission to many college-sponsored activities. Full-time students enrolled for three consecutive quarters will be given yearbooks without charge.

### DEVELOPMENTAL COURSES TUITION

Developmental course tuition is charged at the same rate as are other courses. These courses are listed in the Course Description section of this catalog and include all courses with two digits in the course number.

Total tuition will be the sum of tuition for developmental courses, plus the regular charge per quarter for other courses taken, not to exceed the applicable maximum tuition charge. Late registration and activity fees are additional.

### PHYSICAL EDUCATION ACTIVITY COURSE FEES

PED 204, *Bowling*. A nominal lane fee is charged for each game.

PED 206, *Golf*. A nominal greens fee is charged for each game. played at local golf courses.

## RESIDENT STATUS FOR TUITION PAYMENT

Current North Carolina law G. S. 116-143.1 on this subject states:

To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to his length of residence in the State.

To be eligible for classification as a resident for tuition purposes, a person must establish that his or her presence in the State currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

An individual shall not be classified as a resident for tuition purposes and, thus, not rendered eligible to receive the in-State tuition rate, until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which the individual seeks the in-State tuition rate.

When an individual presents evidence that the individual has living parent(s) or court-appointed guardian of the person, the legal residence of such parent(s) or guardian shall be *prima facie* evidence of the individual's legal residence, which may be reinforced or rebutted relative to the age and general circumstances of the individual by the other evidence of legal residence required of or presented by the individual; provided, that the legal residence of an individual whose parents are domiciled outside this State shall not be *prima facie* evidence of the individual's legal residence if the individual has lived in this State the five consecutive years prior to enrolling or re-registering at the institution of higher education at which resident status for tuition purposes is sought.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in *A Manual To Assist The Public Higher Education Institutions Of North Carolina In The Matter Of Student Residence Classification For Tuition Purposes*. Copies of the *Manual* are available on request in the Dean of Student Services office, the Whitehurst Library, and the Technical Center Library.

All new students applying for admission must complete as a part of their application the Residence Status Form. In questions concerning resident status, students are advised to consult the Dean of Student Services.

## INSURANCE

College of The Albemarle assumes no responsibility for injuries or losses. An opportunity will be provided at the time of registra-

tion for all full-time students to obtain accident insurance (approximately \$4.00 per year).

All students enrolling in Associate Degree Nursing, Operating Room Technician and Practical Nurse Education programs are required to have malpractice insurance. Such insurance may be purchased through the college's Business Office.

## **REFUNDS**

Tuition refunds shall not be made unless the student is, in the judgment of the college, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of \$5.00 or less, unless a course or curriculum is not offered, in which case all tuition shall be refunded. No refunds will be made for changes in total class hours that are made solely for personal convenience. This policy applies to evening classes as well as to day classes.

All refunds are forfeited for any student failing to adhere to proper withdrawal procedures as described in the section titled Withdrawal from the College.

Where students, having paid the required tuition, withdraw from the college before the end of the quarter and the reasons for the withdrawal are found excusable by the college administration, they may be allowed credit for unrefunded tuition if they apply for re-admission during any of the next four calendar quarters and petitions in writing to be allowed such credit. Such petitions should be directed to the Dean of Student Services.

## **TRANSCRIPT OF RECORDS**

Upon request of the student, a record of academic credit earned at College of The Albemarle will be sent to any person or agency when requested by the student in writing provided all accounts with the college have been settled satisfactorily. There is no charge for transcripts.



## **FINANCIAL AID**

Students who have satisfactory academic records and are in need of aid may qualify for financial assistance. Although the primary responsibility for financing an education remains with students and their families, College of The Albemarle participates in several programs designed to supplement the family contribution in order to meet the financial need of the student. Financial aid may consist of a loan, a grant, a scholarship, or campus employment, or any combination of these as determined by the policies of the Financial Aid Office.

In order to request financial aid, a student must submit an Application for Financial Aid, which may be obtained from the Financial Aid Office. All applications must be supported by a Basic Opportunity Grant Student Eligibility Report and Parent's Confidential Statement, which are available at most high schools and at the college. Students who are independent of parental support or are married must submit a Student Aid Form, which is available at the college. Also, returning students who wish to renew their award should submit both a new application for Financial Aid and a Basic Opportunity Grant Student Eligibility Report along with a Parent's Confidential Statement or a Student Aid Form for each year assistance is requested.

Deadlines for filing applications are extremely important in receiving aid. Applications must be received before July 1st to be initially considered. Applications received after this deadline will be considered only if funds are still available.

### **BASIC EDUCATIONAL OPPORTUNITY GRANT**

This is a federal program which, when fully funded, will entitle every student a grant of \$1,400 per year minus the student's expected family contribution. Such grants cannot exceed one-half of the actual cost of attending College of The Albemarle and cannot exceed the difference between the family contribution and actual college costs. Every Financial Aid Student must complete a Basic Opportunity Grant Application and submit their Student Eligibility Report to the Financial Aid Office before any other type of aid can be awarded. This form can be obtained in the Financial Aid Office, high school counselors' offices, or public libraries.

## **N. C. STUDENT INCENTIVE GRANT**

Administered by College Foundation, Inc., this grant program is provided to students who are legal residents of North Carolina accepted for enrollment or enrolled full-time in good standing, in an undergraduate program of study in an eligible college, university, technical, or vocational school in North Carolina. Students must demonstrate financial need as determined through the need analysis system of the College Scholarship Service. The amount of each grant will be based on demonstrated financial need in relation to resources and cost of education but may not exceed one-half of a student's unmet need or \$1,500 per academic year whichever is less.

## **SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT**

Students who show academic promise and who could not attend the college without financial assistance are eligible for a Supplemental Educational Opportunity Grant. This federal program, available to a limited number of needy students, does not require work or repayment. The amount of the grant is based on the student's financial need and may range from \$200 to \$1,500 per year. The grant may not exceed one-half of the student's total award and must be matched by at least an equal amount of other aid, such as a loan, scholarship, or work from the college.

## **COLLEGE WORK-STUDY PROGRAM**

The College Work-Study Program enables eligible students to help pay college expenses while attending classes full-time. Students participating in the program are employed in the library, gymnasium, laboratories, administrative and faculty offices, in various departments of the college, and in agencies located throughout the college's service area. Interested students should contact the Director of Financial Aid.

## **NATIONAL DIRECT STUDENT LOAN**

Loans not exceeding \$2,500 while at College of The Albemarle may be made to eligible students enrolled for full-time academic work. The repayment period and the interest do not begin until nine months after the student ends his full-time studies. The loans bear interest at the rate of 3% per year and repayment of principal may be extended over a ten year period, except that a minimum payment of \$90 per quarter is mandatory.

Borrowers who become teachers of handicapped children in public or other non-profit elementary and secondary schools, or teach in certain eligible schools located in areas of primarily low-income families, may qualify for cancellation of the entire obligation at the annual rate of 15% for the first and second year, 20% for the third and fourth year, and 30% for the fifth year. Borrowers who serve with certain pre-school programs may qualify for cancellation of their entire obligation at the rate of 12½% for each year that a borrower serves as a member of the Armed Forces in an area of hostilities. Repayment may be deferred up to a total of three years while a borrower is serving in the Armed Forces, with the Peace Corps, or as a Volunteer in Service To America (VISTA). Repayment is deferred for as long as a borrower is enrolled at an institution of higher education and is carrying at least a half-time academic work load.

#### **N. C. INSURED LOAN PROGRAM—COLLEGE FOUNDATION, INC.**

Under this program an in-state student may borrow as much as \$2,500 per year. Repayment of principal and interest at 7% begins when students have ceased their course of study.

#### **OUT-OF-STATE STUDENT LOANS**

Out-of-state students should contact their family banks or state higher education assistance agencies concerning state-administered guaranteed student loan programs.

#### **NURSING STUDENT LOANS**

High school graduates who have been accepted for enrollment as full-time students in the Associate Degree Nursing Program, or students presently enrolled in good standing, may obtain loans under this program. Students who are eligible for loans under this program are prohibited from receiving loans from the National Direct Student Loan program.

The maximum amount available to a student in an academic year is \$1,500. The repayment period and the interest begin nine months after the borrower ceases to pursue a full-time course of study. The loans bear interest of 3% per year and repayment may be extended over a ten year period, except that a \$45 per quarter payment is mandatory. Should a borrower become a full-time employee as a professional nurse (including teaching in any of the

fields of nurse training and service as an administrator, supervisor or consultant in any of the fields of nursing) in most public or non-profit private institutions or agencies, as much as 85% of the loan may be cancelled while employed as such for a five year period.

Eighty-five percent of the loan may be cancelled when the borrower is employed full time for a three year period in a public or non-profit hospital (in any area determined by the Secretary of H.E.W.) which has a substantial shortage of such nurses at the hospital. Cancellation can only be made for each complete year of such employment and must be applied for during the year in which such employment was performed.

### **ALEXANDRA BOADA SCHOLARSHIP**

This scholarship is in memory of a former foreign language instructor. It covers in-state tuition and fees for one academic year and is sponsored by the Foreign Arts Club which designates the criteria for the award and selects the recipient. A list of eligibility requirements may be obtained from the Financial Aid Office.

### **WILLIAM CLARENCE MORSE SCHOLARSHIP**

This scholarship is for in-state tuition and fees for one academic year. The main requirement is that students plan to continue their education beyond the two year level.

### **NURSING SCHOLARSHIPS**

Financially needy students who are enrolled or accepted for enrollment in the Associate Degree Nursing Program are eligible for Nursing Student Scholarships. The scholarships are based on need and academic success, and \$2,000 is the maximum scholarship that may be awarded per student.

The Women's Auxiliary of Albemarle Hospital offers a limited number of scholarships to students who enroll in the Licensed Practical Nursing and Associate Degree Nursing Programs. These scholarships are awarded in the amount of the tuition for a twelve month year. Students wishing to apply for these scholarships should contact the Chairperson of the Nursing Department.

### **PRESIDENT'S SCHOLARSHIP**

Valedictorians and salutatorians from each high school in Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank,

Perquimans, Tyrrell and Washington Counties may apply for a President's scholarship. This award covers tuition and fees, and the recipients' eligibility remains in effect during six quarters enrollment at College of The Albemarle.

### **ROBINSON SCHOLARSHIPS**

Graduates of northeastern North Carolina high schools who have at least average grades are eligible for these scholarships. The student's financial need will determine the amount of the scholarships.

### **VFW SCHOLARSHIP**

The VFW Scholarship is a \$100 renewable scholarship awarded each year to a full-time first year student. Applicants must be the son or daughter of a veteran of military service, and a permanent resident of Camden, Chowan, Currituck, Dare, Gates, Pasquotank, Perquimans, Tyrell, Hyde, or Washington County.

### **GROVER CLYDE WHITE SCHOLARSHIP**

This is a two-year scholarship covering tuition, fees, and books. The last name or maiden name of the student must be White and the student's scholastic standing must be in the upper 25%. These are two of the basic requirements for this scholarship.





# **STUDENT SERVICES**

College of The Albemarle offers a comprehensive program of student services designed to aid students in meeting the challenges of college life, and to provide opportunities to maximize self-understanding and personal growth as well as develop intellectual and social skills.

## **GUIDANCE AND COUNSELING**

Educational, vocational, and personal guidance and counseling are available to all students from the following two sources: the Student Services counselors and the faculty.

The Student Services counselors provide admissions counseling designed to assist students to identify programs of study and to select courses for which they are best suited and which lead toward the attainment of their educational objectives. Once enrolled the counselors continue to work closely with students to insure that their educational program is implemented and that they are making satisfactory progress toward the accomplishment of their educational goals. The counselors are also available for personal-social counseling if students desire to take advantage of this service.

Since the college offers college transfer education, many students frequent the counselor's offices to discuss transfer admission requirements at senior institutions. Although the counseling staff assumes the responsibility to be cognizant of transfer admission requirements, in the final analysis it is the direct responsibility of the student to contact the senior college or university to determine requirements for transfer, thus verifying the information obtained from the Student Services counselor.

Faculty members post regular office hours during which time students enrolled or anticipating enrollment in classes may seek advisement and consultation. By way of faculty advisement, the instructional staff is also utilized for career and program guidance information for enrolled students and prospective students.

## **INFORMATION SERVICE**

Information pertaining to occupations, educational opportunities, and social concerns is available from the Student Services counselors for students and prospective students. Also, the Office of Student Services coordinates with the Public Information Office

and faculty in the development and distribution of printed materials pertaining to curriculum courses and programs (i.e., catalog, program brochures, and general information booklets).

## **TESTING AND ACADEMIC PLACEMENT**

All incoming full-time College Transfer and Technical students will be given a series of guidance and placement (not entrance) tests. The English and mathematics sections of the Comparative Guidance Placement (CGP) Test must be scored before new students can register to attend classes.

The counseling staff at College of The Albemarle is qualified to administer and interpret a variety of group and individual tests. In addition to placement testing, students have the opportunity to take additional interest, personality and aptitude measurements as needs arise during their studies at College of The Albemarle.

## **PLACEMENT SERVICE**

College of The Albemarle attempts to provide both educational and job placement assistance for its students. College transfer students are assisted by the Student Services counseling staff in gaining admission into senior colleges and universities to complete their baccalaureate program.

All other students who do not plan to continue their education are urged to register with the Placement Office located in the Technical Center Counseling Center six months prior to their graduation date, regardless of whether or not they plan to seek employment immediately upon graduation.

Students who desire employment are recommended to prospective employers in business and government and notified of vacancies which exist. Upon request by a prospective employer and approval of the student, the student's credentials consisting of personal data, references, and college transcript are sent to the employer by the Placement Office. Registrants are eligible for interviews with recruiters who come to the Placement Office seeking applicants for jobs.

Placement forms are available at any time during office hours in the Technical Center. The Director is also available for counseling with registrants who need information about job opportunities.

The Placement Office is responsible for keeping abreast of part-time job offerings for students while they are enrolled in school.

Students should contact the Director for additional information.

There is no charge for any of the services of the Placement Office.

## **TUTORIAL PROGRAM**

The tutorial program is designed to help those occupational students who are having difficulty making satisfactory grades in any particular subject. Students recommended by instructors will tutor those students who need help. Interested students should contact the Office of Student Services or the Technical Center Counseling Center for additional information.

## **HEALTH SERVICE**

The college does not have an elaborate system of health services. However, the Rescue Squad of Pasquotank County is available on call at no cost to the student in the case of an emergency. First aid kits are currently available in the gymnasium, the Business Office, the maintenance offices of both campuses, and certain laboratories. These locations are subject to change. The kits are available for student use; however, the college does not assume responsibility for the administration of first aid. The *Student Handbook* should be consulted for information and procedures for handling accidents and emergencies.

Students have the opportunity to purchase accident insurance when they register. The college strongly recommends that students enrolling in occupational programs and who plan to take physical education activity courses avail themselves of this opportunity.

## **HOUSING**

Many students from other counties and states desire to live in Elizabeth City while attending College of The Albemarle. No dormitory facilities are provided. Students must arrange their own living accommodations, and the college does not assume responsibility for the acquisition, approval, or supervision of such housing.

## **STUDENT ACTIVITIES**

College of The Albemarle offers its students opportunities to participate in a variety of cultural, athletic, and recreational ex-

periences. Students also participate in the governance of the college as elective and appointive student government officers and representatives.

The student newspaper, *Old Salt*, the yearbook, *Beacon*, and the campus literary magazine, *Argus*, are published by students. Work on the newspaper and annual provides students with opportunities to express their ideas and opinions, and to explore creative writing, news reporting and editing, advertising, and photography.

Many activities are conducted in relation to courses of study—Associate Degree Nursing Clubs, Cosmetology Club, Foreign Arts Club, Phi Beta Lambda, Practical Nursing Club and Tec Club. Others are based on student interests and hobbies—the Cheerleaders, Varsity Club, and drama and choral groups (the Satyrs and the College Chorale) are open to those students showing interest.

Membership in the college's national scholastic fraternity, Phi Theta Kappa, is open to students who show high scholastic standing, character, leadership, and service while a student at College of The Albemarle.

The College also provides comprehensive drama and musical programs, a convocation series exploring a number of areas of student interests, and a Lyceum series, as well as many social events such as informal dances, concerts, homecoming week festivities, the annual Dinner Theatre, semi-formals, film festivals, and the May Dance.

The Department of Health, Physical Education, and Athletics offers an extensive program of intramural sports. Participation in these sports is purely voluntary and college credit is not given. The sports offered in the intramural program are correlated with those taught in the required physical education courses so that students are given the opportunity to practice their skills in actual competition.

College of The Albemarle fields teams in four intercollegiate athletic sports—women's basketball, men's basketball, tennis, and baseball. The COA Dolphins belong to the Cavalier-Tarheel Conference and are members of the National Junior College Athletic Association. Students are thus afforded the opportunity to participate in intercollegiate athletics as athletes, cheerleaders, or as spectators.

## **VETERANS AFFAIRS**

Veterans are invited to take advantage of the student services and educational programs offered by the college. College of The Albemarle cooperates with the Veterans Administration (VA) and the North Carolina Department of Veterans Affairs in assisting veterans and dependents of disabled or deceased veterans. For information and application forms students should contact local Veterans Affairs offices. In Elizabeth City, the address of the North Carolina Department of Veterans Affairs is 203 West Ehringhaus Street.

Most curriculum courses listed in the catalog are approved for veterans training, as well as the Adult High School Completion Program. For information concerning approved courses, please contact the Registrar.

All veterans and/or dependents are urged to contact local VA offices or the North Carolina Department of Veterans Affairs offices at least one month prior to enrollment at College of The Albemarle, and further to contact the Registrar for general information concerning VA educational benefits at the time of initial enrollment at the college.

All general regulations contained in this catalog apply to all students. However, there are some special conditions for the enrollment of veterans and/or dependents of veterans:

1. Under laws and/or regulations governing institutions approved for training of veterans and/or dependents of veterans, certain documents must be on file prior to certification of enrollment for educational assistance purposes. **NO ELIGIBLE PERSON WILL BE CERTIFIED UNTIL THE FOLLOWING DOCUMENTS ARE IN THE HANDS OF THE CERTIFYING OFFICIAL:**
  - a. Application for admission
  - b. High school transcript or its equivalent (GED)
  - c. Official transcripts of all previous education or training.
2. **Changing Curriculum.** Any deviation from the VA-approved educational objective constitutes a change of program. A Request for Change of Program (VA Form 21E-1995) must be filed with the VA at the beginning of the quarter in which the change is anticipated.

3. Address Change. The VA must be notified of any change of address to which assistance checks are mailed. Forms for this purpose are available from the Registrar's Office.
4. Auditing Classes. The VA does not recognize auditing as part of a normal class load. Should a change to audit reduce the course load below the number of hours necessary to be considered a full time student, the Registrar must notify the VA of such change and assistance pay will be adjusted accordingly. Following is a chart for determining student status for payment purposes:

Credit Hour Enrollment:

12 or more	— full time
9-11	— $\frac{3}{4}$ time
6-8	— $\frac{1}{2}$ time
less than 6	— tuition only

5. Class Attendance. All students are expected to attend all classes. When excessive absences cause disenrollment by the instructor, the Registrar must notify the VA of a reduced course load which, in turn, could affect assistance payments.
6. Withdrawals. If an eligible veteran or person withdraws or is disenrolled from a course or courses after a minimum of 30 days within a given term, benefits could be terminated or reduced accordingly as of the first day of said term.
7. Special Restriction. Federal regulations prohibit the enrollment of an eligible veteran in any curricula for a period during which more than 85 percent of the students enrolled are having all or part of their tuition, fees, or other charges paid to or for them by the school, the Veterans Administration, and/or by grants from any Federal agency. (Exception: Veteran's Farm Training Program.)

COLLEGE OF THE ALBEMARLE RESERVES THE RIGHT TO CANCEL ENROLLMENT CERTIFICATIONS OF ANY VETERANS AND/OR DEPENDENTS OF VETERANS NOT MAKING NORMAL PROGRESS TOWARD THE VETERANS ADMINISTRATION APPROVED EDUCATIONAL OBJECTIVE AS DETERMINED BY APPROPRIATE COLLEGE OFFICIALS.

## **Student Responsibilities, Regulations and Conduct**

1. Admittance to all social events will be by student identification cards.
2. No outside guests, other than a student's date, are allowed at social events.
3. Dress of students (or their guests) should be appropriate for the school function involved.
4. College students are considered to be mature individuals. Their conduct, both in and out of school, is expected to be that of responsible adults in public places. Any and all actions or materials prohibited by federal, state, and city-county law also are prohibited on the COA campus. Common courtesy and cooperation are the basic rules for conduct.
5. General misconduct by students (or their guests) at school functions will subject them to disciplinary action by the Disciplinary Committee.
6. Each student is held responsible for information published in the college *Catalog* and *Student Handbook* and announcements placed on the student bulletin boards.
7. Students who negligently lose, damage, destroy, sell, or otherwise dispose of college property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.
8. Under no condition will alcoholic beverages, narcotics, illicit drugs, hallucinogens, barbiturates, or amphetamines be permitted in or on college property. Anyone known to be under the influence of same is prohibited from entering on college property. Additionally, the introduction, possession, sale, exchange, and/or use thereof is considered grounds for dismissal and possible legal action. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.
9. Students who engage in such acts as stealing, cheating, gambling, use of profane language, personal combat and possession of firearms or dangerous weapons on college property are subject to disciplinary action.

10. Cheating and plagiarism are those processes of utilizing as one's own another's work, words, or ideas. Those processes are not the mark of the competent college student; students who use them are subject to disciplinary action by the college.
11. Personal cleanliness and property cleanliness are important phases of training. Students will be expected to make use of the disposal containers in the halls and in all areas of shops and classrooms.
12. No student shall possess or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14-284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any college building or vehicle, or other property owned, used, or operated by the college.
13. College of The Albemarle honors the right of free discussion and expression. That these rights are a part of the fabric of this institution is not questioned. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property and interference with the rights of others cannot be tolerated. Accordingly, it shall be the policy of the college to deal with such disruption, destruction, or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex or political beliefs.

Students interested in campus demonstration information are required to consult with the Dean of Student Services.

14. Any student, who with the intent to obstruct or disrupt any normal operation or function of the college, or any of its components, engages, or invites others to engage, in individual or collective conduct which destroys or significantly damages any college property, or which impairs or threatens impairment of the physical well-being of any member of the college community or which because of its violent, forceful, threatening or intimidating nature, or because it restrains freedom of lawful movement, or otherwise prevents members of the college community from conducting their normal activities within the college, shall be subject to prompt and

appropriate disciplinary action, which may include suspension, expulsion, or dismissal from the college.

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstructing or disrupting any normal operation or function of the college or any of its components: (1) occupation of any college building or part thereof with intent to deprive others of its normal use; (2) blocking the entrance or exit of any college building or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging premises; (4) any possession or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any college building or on any college campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, continuation, or orderly conduct of any college class or activity or of any lawful meeting or assembly in any college building; (6) blocking normal pedestrian or vehicular traffic on or into any college campus.

## **COLLEGE DISCIPLINARY COMMITTEE**

The purpose of this committee is to hear charges against students accused by any member of the college community of infractions of rules or regulations applying to student behavior; to judge the guilt or innocence of students so charged; and to decide upon action to be taken against students judged to be guilty of such infractions.

The College Disciplinary Committee shall be composed of all current members of the Faculty Executive Committee, a student representative appointed by the current President of the Student Senate, the Dean of Student Services, and the Dean of Instruction who shall be the chairman.

The chairman shall vote only in the event of a tie. The Dean of Student Services, as a representative of the student's interests, will be a non-voting member.

## **DISCIPLINARY PROCEDURES**

Any student, faculty member, or administrator may:

- (1) File a written complaint against the student with the Dean of Instruction and request that the College Disciplinary Committee be convened to consider the complaint. The written charges of the alleged violations shall include the rule(s) or regulation(s) allegedly violated.
- (2) The Dean of Instruction shall distribute copies of the complaint to the committee members and to the student against whom the complaint is lodged and set the time for the committee's meeting. The student's copy of the charges and alleged violations shall be handed to the student by the Dean of Instruction or his designee or the copy may be mailed to the student's residence or last known residence.
- (3) The committee shall be the judge of whether sufficient time has lapsed for the accused to prepare his defense.
- (4) If the student fails to appear at a scheduled hearing and offers no reasonable excuse, the student will be suspended from the college for one quarter. If the student is unable to appear at a scheduled hearing for a logical reason, another hearing date will be set. The student will direct the excuse to the Dean of Instruction.
- (5) No member of the Disciplinary Committee who has an interest in the case shall sit in judgment. The temporary replacement shall be appointed by the Dean of Instruction except in the event of replacement of the Student Senate representative, whose replacement shall be appointed by the President of the Student Senate.
- (6) At the hearing, the Dean of Instruction shall preside. The Dean of Student Services shall present any information relevant to the situation.
- (7) Both the accused and the accuser shall have the right to make statements in extenuation or rebuttal and to call witnesses on their behalf. Both shall also have the right to question witnesses.
- (8) Members of the committee shall have the right to call other

persons to appear, and to question witnesses and the accused.

- (9) Any member of the college faculty or staff, or any student or group of students, may appear only with prior permission of the committee.
- (10) The Dean of Student Services may make a recommendation to the committee.
- (11) The Dean of Instruction shall be responsible for keeping a verbatim record of the hearing (e.g., a recording). In addition, he shall prepare three case summaries of the proceedings. One copy of the case summary shall be kept permanently in the office of the Dean of Instruction, another kept in the office of the Dean of Student Services (to be retained in files separate from student's permanent academic files) and the third shall be for the student. The recording shall be retained by the Dean of Instruction.

The secretary to the Dean of Instruction is authorized to be present at the proceedings for operation of the recorder and to take written minutes for the case summaries.

## **STUDENT RECORDS CONFIDENTIALITY AND RELEASE**

College of The Albemarle recognizes the importance of exercising responsibility in the maintenance and security of all student records. In order to meet that responsibility and the requirements of the Family Education Rights and Privacy Act of 1974, as enacted by Congress, the college makes the following information known:

- I. Types of educational records and information which directly relate to students and which are maintained by the college.
  - A. *Permanent Student Files*: Transcripts of work at other institutions, health forms or records, recommendation letters, placement test profiles, application and residency forms.
  - B. *Transcripts*: Academic record of all courses taken while enrolled at the college.
- II. The official responsible for the maintenance of each type of record, the persons who have access to those records, and the purpose for which they have access:

- A. The Registrar is the individual responsible for the maintenance of student files and transcripts.
  - B. The permanent clerical staff in the Student Services office have access to the files for maintenance purposes.
  - C. The counselors have access to the files for the purpose of academic advisement.
  - D. Members of the Academic Suspension Appeals Committee when a case comes before that Committee.
  - E. Other authorized college committees whenever the nature of their responsibility requires access to student records (e.g., determining awards at graduation, etc.)
- III. The policy of the college for reviewing, maintaining, and expunging records:
- A. As a matter of policy the institution destroys all student records except the official transcript five (5) years after the student leaves the college.
  - B. Parents and legal guardians of independent students 18 years of age or older do not have a right to view student records, grades, test scores, etc. unless written consent of the student is received. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954 may review student records *without* the written consent of the student.
  - C. Requests for student transcripts will not be honored as long as the student has any outstanding debt to the college.
  - D. Official transcripts and placement files will be forwarded *only upon the written request of the student.*
  - E. Whenever it is requested that grades or records of students be released to faculty or to any agency, written permission must be obtained from the student except as outlined in II preceding. Forms are available in the Registrar's office for this purpose.
  - F. Instructors may post final exam and end of course grades provided a numerical code is used, unless students notify their instructors five class days before the end of the quarter that they do not wish their grades posted.

IV. The procedures established by the college providing access to student records:

- A. Upon receipt of a written request from the student, the Registrar shall within forty-five (45) days:
  1. Allow the student to inspect and review the permanent file and transcript.
  2. Provide the student with copies of the material at a cost of \$.50 per page if the student so desires.
  3. Interpret the records to the student.
  4. Allow the student to challenge, in writing, the content of the files. Upon receipt of the challenge, the Registrar shall conduct a hearing at which time any materials found to be inappropriate or misleading will be corrected. Students shall also have the opportunity to insert into their file any written explanations they deem appropriate.
- B. College of The Albemarle considers the following "Directory Information" and will release such information unless each student notifies the Registrar in writing the first three class days of each quarter:
  1. Name, address and phone number
  2. Date and place of birth
  3. Program of study
  4. Participation in officially recognized activities and sports
  5. Weight, height, grade point average, number of hours enrolled during present and past quarters and number of years of participation in sports prior to present season for members of intercollegiate athletic teams
  6. Dates of attendance
  7. Degrees and awards received
  8. The most recent previous educational agency or institution attended by the student
  9. Graduation honors



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# ACADEMIC REGULATIONS

## THE CATALOG AND THE STUDENT'S PROGRAM

The catalog of College of The Albemarle, which is issued every two years, is intended to give a description of the operation of the college and of the regulations that pertain to academic matters.

Ordinarily students may expect to be allowed to secure a diploma or degree in accordance with the curriculum requirements outlined in the catalog in force when they first entered the college or in any subsequent catalog published while they are students. However, the faculty and administration reserve the right to make changes in curricula and in regulations at any time when in its judgment such changes are in the best interest of the students and of the college. If students choose to meet the requirements of a catalog other than the one in force at the time of original entrance, they must meet all requirements of the catalog they elect. Students who change their program of study must meet the requirements of the catalog in force at the time of the change.

Faculty and counselors will make every attempt to give effective guidance to all students; *however, the final responsibility for meeting all academic requirements rests with the student.*

## GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

### I. General Statement

#### A. General Requirements

The college awards the degrees listed below to persons who have fulfilled the following requirements:

1. Completion of at least 96 hours of collegiate work with at least a C (2.0) average.
2. All of the requirements listed in the appropriate catalog (see above section) must be completed.
3. Of the last 45 hours of work completed for a degree, at least 36 must be completed at the college.
4. Any individual who has served in the Armed Forces of the United States of America for a minimum of eighteen (18) months of active duty, and who is eligible for the G.I. Bill of Rights, is exempted from the physical education requirements. Elective hours

are required in substitution of the waived physical education hours.

5. Vocational and technical courses (i.e., those with a four digit course number or a T prefix) are not applicable toward the Associate in Arts, the Associate in Science, or the Associate in Fine Arts degrees.

B. *Other Requirements*

1. Degrees will not be awarded to students with financial obligations to College of The Albemarle.

## II. Associate Degree Requirements

A. *Associate in Arts Degree* *Quarter Hours*

English Composition (ENG 101, 102, 103) 9

[Note: A student may utilize the completion of both

ENG 111 and ENG 112 to satisfy the requirement for  
ENG 101.]

Mathematics (*MAT 111 or higher*) 5

Natural Science 12

Humanities 9

Social Science 9

Physical Education Activity Courses 6

Electives to complete at least 96 hours

B. *Associate in Science Degree*

English Composition (ENG 101, 102, 103) 9

[Note: A student may utilize the completion of both  
ENG 111 and ENG 112 to satisfy the requirement for  
ENG 101.]

Mathematics (College Algebra and higher) 44

and Natural Science

Mathematics 10

Natural Science 24

Mathematics and/or 10

Natural Science electives

Humanities 3

Social Science 9

Physical Education Activity Courses 6

Electives to complete at least 96 credit hours

C. *Associate in Fine Arts Degree\**

English Composition (ENG 101, 102, 103) 9

[Note: A student may utilize the completion of both  
ENG 111 and ENG 112 to satisfy the requirement for  
ENG 101.]

Mathematics and/or Natural Science	6
Humanities	12
Social Science	9
Physical Education Activity Courses	3
Professional Courses*	36-54
Elective to complete at least 96 credit hours	

\* The Associate in Fine Arts degree is awarded only to students who complete at least 36 quarter hours of professional courses in one of the following areas: drama, art, or music. Refer to the *Programs of Study* section of this catalog for further details.

D. *Associate in Applied Science Degree*

Curriculum requirements are outlined in the *Programs of Study* section of this catalog.

### III. Definitions

A. *Humanities*

Music, art, drama, speech, literature, and foreign language.

B. *Natural Sciences*

Biology, chemistry, physics, and physical science.

C. *Social Sciences*

Economics, geography, history, political science, psychology, sociology, and education

## VOCATIONAL DIPLOMA REQUIREMENTS

A diploma is awarded the student who successfully completes the prescribed vocational program of study. See the section in this catalog entitled *Programs of Study* for specific diploma requirements.

## CREDIT BY EXAMINATION

### I. College Level Examination Program (CLEP)—Subject Examinations

These examinations represent end-of-course examinations developed by the Educational Testing Service for certain widely taught undergraduate courses generally taken during the first two years of college. The tests measure understanding of basic facts and concepts as well as the ability to apply such understanding to the solution of problems and the interpretation of materials.

To receive college credit by taking the CLEP—*Subject Examinations*:

- a. The examinee must achieve a score at or above the score recommended by the Council on College Level Examinations.
- b. Credit will be granted only for those Subject Examinations that parallel courses which appear in the college catalog in force at the time a student applies for credit.
- c. The credit hours granted for a Subject Examination will not exceed the same amount of credit that the college grants upon the completion of the equivalent course or sequence of courses (e.g., if examinees successfully pass the *American History* Subject Examination they would receive nine (9) quarter hours of credit, since this examination covers the equivalent of three quarters of course work).
- d. The total amount of credit that will be granted for *Subject Examinations* will not exceed 45 quarter hours.
- e. No credit will be granted under this policy until the examinee has enrolled as a regular student at College of The Albemarle and passed twelve (12) credit hours with a 2.0 ("C") or better quality point average.

Students seeking additional information regarding the CLEP Subject Examinations should contact the Office of Student Services.

## **II. College of The Albemarle Proficiency Examinations**

These examinations function as a method for obtaining credit by examination in subjects not covered by CLEP Subject Examinations. Any student may present a request to receive credit for a course by an examination to an instructor who has knowledge of the student's ability or who feels that the student's background should enable the student to pass the examination.

An examination agreeable to at least a majority of the members of the involved department should be prepared following the request of the student, and should be administered before the last day for adding courses. The exam must be graded by two department members.

The student will not receive a letter grade or quality points.

However, "credit by examination" will be entered on the student's transcript. The hours will be counted toward graduation, but will not be counted in computing a quality point average.

The student can request to receive credit for a given course by way of a proficiency examination only one time. Subsequent attempts to receive credit must be via regular enrollment in the course.

Students should contact the Office of Student Services for additional information.

## **GRADING SYSTEM**

Each student receives a grade in each course at the end of the quarter. Instructors, using a numerical code, generally post grades outside their offices shortly after final grades are determined, and grades slips are mailed to students within a few days after the termination of each quarter.

The system of grades is as follows:

<i>Grade</i>	<i>Interpretation</i>	<i>Quality Points Per Quarter Hour</i>
A	Superior	4
B	Good	3
C	Average	2
D	Poor, but passing	1
F	Failure	0
I	Incomplete—a deficiency in the quantity of work accomplished. Given only when circumstances do not justify giving a specific grade. Must be removed by the end of the quarter following the one in which the incomplete (I) was received, regardless of whether or not the student is officially enrolled (includes the Summer Quarter). If not removed within this time, the Incomplete (I) becomes a Failure (F).	
AUDIT	Will be interpreted as a statement of intent to officially audit the course at the time of registration.	
W	Voluntary withdrawal by the student for unavoidable reasons as determined by the	

Office of Student Services or administrative disenrollment by the instructor. Student Services Counselors may assign grades of "W" until the end of the fifth week following the first day of classes for any quarter. Thereafter, instructors assign *all grades*.

A few courses offered by the college are graded on a satisfactory (S), unsatisfactory (U) basis. These courses are so indicated in their course descriptions.

## ACADEMIC HONORS

### I. Dean's List

In order to qualify for the Dean's List, a student must pass a minimum of 12 quarter hours of course work and attain at least a 3.25 quality point average, with no grade being below a C.

### II. Commencement Marshals

The rising sophomores who have maintained the highest quality point average during their freshman year are honored by being named Commencement Marshals. The marshal who has the best academic record is designated Chief Marshal.

### III. The President's Service Cup

The President's Service Cup is awarded by the President of College of The Albemarle at the spring Awards Day Convocation to the graduate who has contributed the most in services to the college during two years attendance at College of The Albemarle. Selection of this student is made by a vote of faculty and administrative staff.

### IV. Honor Seals

The college, in an effort to recognize those candidates for graduation who have excelled academically, awards Honor Seals on degrees in accordance with the cumulative quality point average noted below. The appropriate citation is also read upon awarding the degree at the graduation exercise.

<i>summa cum laude</i> (with highest honors)	3.80-4.00
<i>magna cum laude</i> (with high honors)	3.60-3.79
<i>cum laude</i> (with honors)	3.40-3.59

## POLICY FOR ENCOURAGING ACADEMIC PROGRESS

This policy for encouraging academic progress has three goals: (1) prevention of failure, (2) remediation, and (3) as a last resort,

exclusion from a program or the college. It applies to all full-time curriculum students.

To impress students with the necessity of maintaining a good academic record, the college defines three categories of students.

(1) *Academic Alert*

This is a non-punitive category with the purpose of alerting the student, the counselor, and the teacher to potential academic problems. Academic alert means that students will be notified of their status and will be required to report to the office of Student Services. A counselor will attempt to identify the causes of poor academic performance, suggest ways to improve, and may suggest alternative programs for which the student is better qualified.

A student will be placed on Academic Alert for any one of the following reasons:

- A. having less than an overall 2.00 G.P.A. for any one quarter.
- B. having a low academic record in high school or at another college.
- C. making a low C.G.P. score.

(2) *Conditional Status*

Students will be placed on Conditional Status if they fail to meet the requirements of the scale for determining satisfactory academic progress.

Scale for Determining Satisfactory Academic Progress

Credit Hours Attempted	Minimum G.P.A.
0-16	1.00
17-32	1.25
33-48	1.50
49-64	1.75
65-80	1.90
81 and above	2.00

A student on Conditional Status may enroll for a maximum of 12 credit hours. In addition, the student must fulfill these conditions: a combination of enrollment and participation in Group Counseling (PSY 98), regular attendance in appropriate Skills Labs for specific subjects and/or study in the Individualized Instruction Center, totalling at least 3 hours per week.

Notice: All persons receiving educational assistance under

the G.I. Bill, VA regulations allow only one term on Conditional Status. Failure to meet minimum standards will result in cancellation of enrollment certification at the end of the first term on Conditional Status.

Notice: The status of a student transferring to COA will be determined by computing the G.P.A. on all hours attempted at other colleges. Following the first quarter at COA, the status will be determined by considering only hours attempted at COA.

Notice: Students transferring from COA should be aware that the receiving institution may include all college work ever attempted in computing G.P.A.

(3) *Academic Suspension*

Students who are unable to meet the requirements of the Academic Progress Scale after two consecutive quarters of Conditional Status will be academically suspended (or directed to a more appropriate program offered by the college). Any student who fails to fulfill the conditions set forth under Conditional Status will be immediately suspended.

Conditional Status II students who earn a 2.5 G.P.A. at the conclusion of any quarter may be continued by the Dean of Student Services as a Conditional Status II student for the following quarter without being suspended or having to appeal their suspension to the Academic Appeals Committee. Students who fail to earn a 2.5 G.P.A. in any quarter thereafter, unless they bring their average up to the minimum G.P.A. on the Scale for Determining Satisfactory Progress, will be suspended but still maintain the right to appeal.

Suspended students who enroll in summer school and pull their overall G.P.A. up to the minimum standards will not have to appeal their suspension to the Academic Appeals Committee.

*Right of Appeal*

If students wish to appeal their suspension, they must submit a written appeal to the Chairperson of the Academic Appeals Committee. (The Academic Appeals Committee consists of the Faculty Executive Committee, the Dean of Instruction and the Dean of

Student Services, all being voting members. The Chairperson of the Faculty Executive Committee will chair this committee.) Students who are reinstated (either by successful appeal or after one quarter of suspension) must meet the requirements of the Academic Progress Scale within one quarter.

Notice: The Academic Progress Scale does not apply to summer school. Summer school performance will be counted only in the cumulative totals for the quarter(s) following.

## **COURSE LOAD**

Sixteen credit hours of college work is considered the normal student load. Permission must be obtained from the Dean of Student Services for scheduling more than eighteen hours of work.

A student enrolled in at least twelve hours of work is considered to be a full-time student. For students to gain sophomore status at the college they must earn a minimum of 42 credit hours.

## **REPETITION OF COURSE WORK**

A student can repeat a course in order to receive a higher grade. However, all attempts at the course will be recorded on the student's transcript and will be used in calculating a cumulative grade point average.

## **CLASS ATTENDANCE POLICY**

College of The Albemarle regards regular class attendance to be an essential feature of the educational program. Class lectures, demonstrations, discussions, and other experiences are vital ingredients of the educational process which can hardly be compensated for in out-of-class make-up work. Students who miss more than 10 percent of the classes in a course may be disenrolled from that course if such absences are unexcused. Excused absences include school-related activities which have been approved by the instructor, illness on the part of a student, or serious family problems requiring the student's attention. To qualify for excused status, however, *verification* such as a physician's statement may be required. Students who become ill, or are otherwise prevented from attending classes, should inform their instructors at the earliest opportunity. Failure to do so may result in disenrollment from the course.

## **DROPPING AND ADDING COURSES**

At the beginning of each quarter there is a scheduled period in which students may drop and add courses. The time limit for these changes is published in the academic calendar which appears in the front of the College catalog. Those students wishing to change their schedule should consult faculty and their assigned Student Services Counselor, or in the counselor's absence, the Dean of Students Services. However, it should be noted that students are advised to exercise good judgement and concern when registering with their counselor in order that a class schedule can be devised in which no changes will be needed for the duration of the entire quarter.

If the counselor agrees that a change is in order, the drop/add form, called a Registration Change Notice, is completed and signed by the counselor, the instructor of the course involved, and the student. In addition, all financial aid students must have Registration Change Notices approved by the Director of Student Financial Aid. Finally, all such changes must be approved by the Registrar and validated by the Cashier.

## **CURRICULUM CHANGES**

There are times when a student's aptitudes and interests may be better served by a change of curriculum. Should a change in curriculum become advisable, students should consult with their Student Services counselor to explore the possibilities of alternative curricula which might better serve their aptitudes and interests.

Because of the unique nature of each program, students requesting transfer credit will have their academic record evaluated in terms of their goals. Credit and quality points in transfer will be granted only for those courses that are applicable in the new curriculum, and the student will be held accountable for those courses which are "common" in both their old and new curricula.

## **WITHDRAWAL FROM COLLEGE**

Students who withdraw from the college must confer with their counselor and complete the appropriate withdrawal form. If the students are financial aid recipients, they must also confer with the Director of Student Financial Aid. In order to ensure that all obligations to and withdrawals from the library are accounted for the Librarian must also sign the form. The Cashier must validate

the withdrawal form.

If the students are unable to confer with their counselor, the students should promptly advise the Dean of Student Services in writing of their decision to withdraw and state the reasons for discontinuing attendance. Students leaving the college without following the official procedure will be automatically assigned grades of "F" in all courses and they will forfeit any refund of tuition to which they might otherwise be entitled.





# PROGRAMS OF STUDY

## COLLEGE TRANSFER PROGRAMS

College transfer programs are designed to provide academic course work which is transferable to senior institutions. If properly selected, all course work should transfer without loss of credit and the student should be granted junior status at the senior institution after graduation from College of The Albemarle.

Students can earn either the Associate in Arts, the Associate in Science, or the Associate in Fine Arts degree. The section in this catalog titled *Academic Regulations* gives requirements for each of these degrees.

College of The Albemarle provides professional counseling and faculty consultation to help students plan their programs for transfer to the college or university of their choice. Students should realize, however, that the requirements at senior institutions are so varied that it is impossible to design a program of study which will articulate perfectly with the programs of all senior institutions. Students should consult the catalog of the institution to which they plan to transfer. *Final responsibility for selecting the proper courses rests with the student.*

## SAMPLE TWO-YEAR COLLEGE TRANSFER PROGRAMS

Note: *These are sample programs of study.* Students' schedules are flexible and are governed by such factors as educational background, academic aptitude, interests, proposed field of study, choice of four-year institution to which they plan to transfer, and degree requirements at College of The Albemarle.

### Pre-Liberal Arts (C-011) ..... A.A. Degree

This *suggested* program is designed to allow students to take courses comparable to those offered in the first two years of a liberal arts curriculum at a senior institution. In addition, this program should be followed by college transfer students who have not definitely decided upon an area of specialization.

	Quarter Hours
English Composition	9
World History	9
Natural Science	12
Mathematics	5-9

Foreign Language (through Intermediate)	12-24
Literature	9
Physical Education Activity Courses	6
Electives to complete at least 96 quarter hours	

**Pre-Agriculture (C-001) ..... A.S. Degree**

This *suggested* curriculum is designed for the student who intends to major in one of the agricultural sciences at a senior institution.

	<i>Quarter Hours</i>
English Composition	9
Mathematics (College Algebra and higher)	44
and Natural Science	
Mathematics	10
Natural Science	24
Mathematics and/or Natural Science	10
World History	9
Literature	6
Economics	9
Psychology	6
Social Science electives	9
Physical Education Activity Courses	6

**Pre-Art (C-003) ..... A.F.A. Degree**

Students who plan to transfer to a senior college or university and major in art should follow the *suggested* program listed below. All the courses listed below are *required* at College of The Albemarle for the AFA in Art.

	<i>Quarter Hours</i>
English Composition	9
Mathematics/Science	6-9
History (HIS 101, 102, 103)	9
Physical Education Activity Courses	3
Humanities	12
Music History and Literature	9
English Literature or American Literature	3
Professional Courses	36
Art History	9
Drafting	4
History of Architecture	2
Color and Design	3
Drawing	3

Figure Drawing	3
Painting Survey	3
Ceramics Survey	3
Sculpture Survey	3
Crafts Design	3
<b>Electives</b>	
Principles of Geography (suggested)	6
General Psychology (suggested)	6
Literature (suggested)	6
<b>Electives to complete at least 96 quarter hours</b>	

**Pre-Business Administration (C-004) . . . . . A.A. Degree**

This *suggested* business administration program is designed for the student who wishes to transfer to a senior institution for a major in business administration.

	<i>Quarter Hours</i>
English Composition	9
History	9
Natural Science	12
Mathematics	5-9
Accounting (BUS 203, 204, 205)	12
Economics (ECO 201, 202, 203)	9
Foreign Language (through Intermediate)	12-24
Physical Education Activity Courses	6
<b>Electives to complete at least 96 quarter hours</b>	

**Pre-Drama (C-006) . . . . . A.F.A. Degree**

This *suggested* program of study is intended for students who plan to major in drama or a related field at a senior institution. All of the courses listed below are *required* at College of The Albemarle for the AFA in Drama.

	<i>Quarter Hours</i>
English Composition	9
Mathematics/Science	6-9
History (HIS 101, 102, 103)	9
Physical Education Activity Courses	3
Humanities	12
Any combination of Music History and Literature, History and Appreciation of Art, Drawing (recommended for Technical Theatre Majors), English or American Literature	
Professional Courses	36

Voice and Diction	3
Introduction to Phonetics	3
Technical Theatre	9
History of the Theatre	9
Public Speaking	3
Stage Production	3
Acting I	3
Acting II	3

Electives (Technical Theatre Majors should elect Color and Design) to complete at least 96 quarter hours. Electives should be in the liberal arts area and/or cognate areas to the major.

**Pre-Forestry (C-008) ..... A.S. Degree**

This *suggested* program is intended for students who plan to specialize in forestry.

	<i>Quarter Hours</i>
English Composition	9
Mathematics (College Algebra and higher) and	44
Natural Science	
Mathematics	10
Natural Science	24
Mathematics and/or	
Natural Science	10
World History	9
Literature	6
Economics	9
Psychology	6
Physical Education Activity Courses	6
Electives to complete at least 96 quarter hours	

**Pre-Law (C-010) ..... A.A. Degree**

Students who plan to transfer to a four-year college or university and take a program that prepares them for entrance into a law school should follow this *suggested* program.

	<i>Quarter Hours</i>
English Composition	9
Social Science	21-24
Natural Science	12
Foreign Language (through Intermediate)	12-24
Literature	9
Physical Education Activity Courses	6
Electives to complete at least 96 quarter hours	

**Pre-Mathematics (C-012) ..... A.A. Degree**

Students who plan to major in mathematics should follow this *suggested* program of study. Modifications may be necessitated due to variations in the requirements of senior institutions.

	<i>Quarter Hours</i>
English Composition	9
History	9
Natural Science	12
Mathematics (through MAT 204)	20-30
Humanities	9
Foreign Language (through Intermediate)	12-24
Physical Education Activity Courses	6
Electives to complete at least 96 quarter hours	

**Pre-Music (C-015) ..... A.F.A. Degree**

This *suggested* program is designed for students who plan to transfer to senior institutions to obtain a Bachelor of Music or Bachelor of Fine Arts degree. All the courses listed below are *required* at College of The Albemarle for the AFA in Music.

English Composition	9
Mathematics/Science	6-9
History (HIS 101, 102, 103)	9
Physical Education Activity Courses	3
Humanities	12

Voice students should complete two years of French (through FRE 153)

Music students should take Music History and Literature (MUS 220, 221, 222)

Professional Courses	48-54
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Music Theory	18
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Sightsinging and Dictation	12
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Chorus	6
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Voice, Piano, or Organ	12-18
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Electives to complete at least 96 quarter hours	
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Voice majors should take Acting II (DRA 131)

**Pre-Science (C-018) ..... A.S. Degree**

This *suggested* curriculum is designed for students who are planning to study medicine, dentistry, or one of the pure sciences (physics, chemistry, biology, etc.).

	<i>Quarter Hours</i>
English Composition	9
Mathematics (College Algebra and higher) and Natural Science	44
Mathematics	10
Natural Science	24
Mathematics and/or Natural Science	10
History	9
Humanities	9
Foreign Language (through Intermediate)	12-24
Literature	9
Physical Education Activity Courses	6

**Pre-Elementary Education (C-020) . . . . . A.A. Degree**

*This suggested program is designed for the student who plans to teach in the elementary grades, and should be planned on an individual basis to meet requirements of the senior institution to which the student plans to transfer.*

	<i>Quarter Hours</i>
English Composition	9
United States History	9
Geography	6
Mathematics (MAT 111, 112, 113)	9
Natural Science	12
Speech	3
Introduction to Education	3
General Psychology	3-6
Educational Psychology	3-6
Art (ART 103)	3
Music (MUS 100, 101)	2-4
Hygiene (HEA 121)	3
Government (POL 211, 212)	6
Literature	9
Physical Education Activity Courses	6
Electives to complete at least 96 quarter hours	

**Pre-Business Education (C-026) . . . . . A.A. Degree**

*This suggested program should be followed by students who plan to teach business education in the public schools.*

	<i>Quarter Hours</i>
English Composition	9
History	9
Natural Science	12

	<i>Quarter Hours</i>
Mathematics	6-9
Economics	9
Accounting	12
Typewriting (through BUS 213)	6-9
Shorthand (BUS 104, 105, 201)	12
Physical Education Activity Courses	6
Electives to complete at least 96 quarter hours	

#### **Pre-Secondary Education (C-028) ..... A.A. Degree**

Students who plan to teach in the public schools at the secondary level should follow this *suggested* program. Due to the varied nature of secondary education curricula, students in this program *should plan their courses on an individual basis, taking into consideration the area in which they plan to teach and the senior institution to which they intend to transfer.*

	<i>Quarter Hours</i>
English Composition	9
History	9
Natural Science	12
Mathematics	5-9
Speech	3
Introduction to Education	3
General Psychology	3-6
Educational Psychology	3-6
Hygiene (HEA 121)	3
Literature	9
Physical Education Activity Courses	9
Electives to complete at least 96 quarter hours	6

#### **GENERAL EDUCATION (G-020)**

##### **Associate in General Education Degree**

This *suggested* program is designed to serve those individuals who want to expand their knowledge of our culture, to enrich their personal lives, and to improve their understanding of the world today. It is designed as a two-year *terminal* program for those students who desire a basic exposure to the liberal arts, but who would like to tailor their program to personal interests rather than to specific professional requirements.

1. Required Courses		<i>Quarter Hours</i>
A.	English and Literature	12
1.	ENG 111 & 112 or ENG 101 & 102	6
2.	Two courses in American or English Literature	6
B.	Fine Arts	6
1.	One three hour course from one of the following areas:	3
a.	Art	
b.	Music	
c.	Drama	
2.	SPH 101 or 201	3
C.	Social Science	12
1.	Any three 100 or 200 level courses from the following areas:	9
a.	History	
b.	Geography	
c.	Political Science	
2.	One 100 or 200 level course from one of the following areas:	3
a.	Psychology	
b.	Sociology	
D.	Mathematics and Science	6-9
1.	Mathematics	3-5
a.	Any College Transfer mathematics course above MAT 102	
b.	Any Technical mathematics course above T-MAT 104	
c.	BUS 107—Business Mathematics	
2.	Science—Any 101 or above course from the following areas:	3-4
a.	Biology	
b.	Chemistry	
c.	Physics	
d.	Physical Science	
	Total Required Courses	39-42
2.	Electives	54-57
	Any 100 or 200 level College Transfer or Technical courses may be taken as electives	
	TOTAL HOURS	96

## TECHNICAL PROGRAMS

Technical programs are designed to prepare students for entry jobs in paraprofessional fields. With experience, many technicians move into professional and managerial positions. Students enrolled in the technical programs, in addition to take courses that are occupational in nature, take general education courses.

Even though the technical programs are college level, they are designed for entrance into employment and not for transfer to a senior institution. However, certain courses in the technical programs may be accepted by a four-year college or university for transfer credit.

The technical programs are two years in length and lead to the Associate in Applied Science degree. The following pages give program requirements. Deviations from the requirements must be approved by the appropriate department chairperson and the Dean of Instruction.

### BUSINESS ADMINISTRATION (T-018)

#### Associate in Applied Science Degree

The Business Administration program is designed to prepare the student for employment in one of the many occupations found in the business world. Training is aimed at preparing the student in every phase of administrative work that might be encountered in the average business.

The graduate of this program can enter a variety of careers, from beginning sales person or office clerk to manager trainee.

#### First Year

##### First Quarter

		Class	Lab	Cr. Hrs.
*BUS 101	Elementary Typewriting	3	2	4
BUS 107	Business Mathematics	5	0	5
BUS 106	Introduction to Business	5	0	5
ECO 201	Principles of Economics I	3	0	3
				17

##### Second Quarter

ENG 101	English Composition I	3	0	3
BUS 203	Principles of Accounting I	3	3	4
ECO 202	Principles of Economics II	3	0	3
T-BUS 115	Business Law I	3	0	3
T-BUS 123	Business Finance	3	0	3
				16

\* Credit may be granted for Elementary Typing if performance on proficiency tests in this skill indicates that the student may be exempted.

<b>Third Quarter</b>				
ENG 102	English Composition II	3	0	3
ECO 203	Principles of Economics III	3	0	3
T-BUS 210	Office Machines	1	2	2
BUS 204	Principles of Accounting II	3	3	4
T-BUS 116	Business Law II	3	0	3
	Elective(s)			3
				18
<b>Second Year</b>				
<b>First Quarter</b>				
SPH 101	Voice and Diction	3	0	3
EDP 101	Computer Fundamentals	3	0	3
BUS 211	Marketing	5	0	5
	Elective(s)			5
				16
<b>Second Quarter</b>				
BUS 209	Business Communications	3	0	3
T-BUS 243	Advertising	3	2	4
T-BUS 235	Business Management	3	0	3
EDP 102	Computer Programming	3	2	4
	Elective(s)			2
				16
<b>Third Quarter</b>				
T-BUS 229	Taxes	3	2	4
T-BUS 272	Principles of Supervision	3	0	3
T-BUS 271	Office Management	3	0	3
**HEA 121	Hygiene	3	0	3
	Elective(s)			3
				16
	Total Hours Required for Graduation			99

### **DRAFTING AND DESIGN (T-043)** **Associate in Applied Science Degree**

The Drafting and Design program is designed to prepare technical-level draftsmen. Emphasis is placed on the ability to think and plan, as well as upon procedures and techniques used by the draftsmen. Although most of the program deals with mechanical drafting, the student is introduced to architectural drafting techniques.

#### **First Year**

<b>First Quarter</b>		<b>Class</b>	<b>Lab</b>	<b>Cr. Hrs.</b>
DFT 101	Engineering Drawing I	3	3	4
T-DES 101	Tools, Materials, and Processes I	3	0	3

\*\* Three hours of physical education activity courses, HEA 122, or HEA 223 may be substituted.

ENG 101	English Composition	3	0	3
*T-MAT 104	Technical Math I	5	0	5
				<hr/> 15
<b>Second Quarter</b>				
DFT 102	Engineering Drawing II	3	3	4
T-DES 102	Tools, Materials, and Processes II	2	3	3
T-TEC 201	Technical Report Writing	4	0	4
*T-MAT 105	Technical Math II	4	0	4
T-DFT 104	Electronic Drafting	1	3	2
				<hr/> 17
<b>Third Quarter</b>				
DFT 103	Engineering Drawing III	3	3	4
T-DES 103	Strength of Materials	3	0	3
*T-MAT 106	Technical Math III	3	0	3
T-DFT 214	Jigs & Fixtures I	3	3	4
DFT 105	History of Architecture	2	0	2
				<hr/> 16
<b>Summer Quarter</b>				
T-DFT 204	Technical Illustration	3	3	4
DFT 207	Architectural Drawing I	3	3	4
T-DFT 210	Printed Circuit Board Layout and Design	3	3	4
				<hr/> 12

## Second Year

First Quarter		Class	Lab	Cr. Hrs.
T-DFT 201	Advanced Engineering Graphics I	3	3	4
PHY 201	General Physics	3	3	4
DFT 208	Architectural Drawing II	3	3	4
EDP 101	Computer Fundamentals	3	0	3
				<hr/> 15
<b>Second Quarter</b>				
T-DFT 202	Advanced Engineering Graphics II	3	3	4
PHY 202	General Physics	3	3	4
DFT 205	Descriptive Geometry	3	3	4
	Elective(s)	3	0	3
				<hr/> 15
<b>Third Quarter</b>				
T-DFT 203	Advanced Engineering Graphics III	3	3	4
PHY 203	General Physics	3	3	4
T-DFT 206	Design Drafting	3	3	4
**HEA 121	Hygiene	3	0	3
				<hr/> 15

Total Hours for Graduation (Depends on Math Sequence)

102 or 105

\* MAT 121, 122, and 123 may be submitted for T-MAT 104, 105, and 106. Also, elective hours may be substituted for T-MAT 104 if performance on the mathematics segment of the placement test indicates the student may be exempt.

\*\* Three hours of physical education activity courses, HEA 122, or HEA 223 may be substituted.

## ELECTRONICS (T-045)

### Associate in Applied Science Degree

The Electronics program provides a basic background in electronics theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who can work as an assistant to engineers, or in a liaison capacity between the engineer and the skilled craftsman.

Electronics technicians start in one or more of the following areas: research, design, development, production, maintenance, or sales. Also they may begin as engineering aides, laboratory technicians, supervisors, or equipment specialists.

#### First Year

First Quarter		Class	Lab	Cr. Hrs.
T-ELN 101	D. C. Circuits	5	3	6
ENG 101	English Composition I	3	0	3
*T-MAT 104	Technical Math I	5	0	5
DFT 101	Engineering Drawing I	3	3	4
				18

#### Second Quarter

T-ELN 102	A.C. Circuits	5	3	6
T-TEC 201	Technical Report Writing	4	0	4
*T-MAT 105	Technical Math III	4	0	4
T-DFT 104	Electronic Drafting	1	3	2

#### Third Quarter

T-ELN 103	Semiconductors and Vacuum Tubes	5	3	6
ENG 102	English Composition	3	0	3
EDP 101	Computer Fundamentals	3	0	3
**HEA 121	Hygiene	3	0	3
*T-MAT 106	Technical Math III	3	0	3
				18

#### Summer Quarter

T-ELN 104	Electronic Servicing I	3	3	4
T-ELN 105	Electronic Servicing II	3	3	4
T-DFT 210	Printed Circuit Board Layout and Design	3	3	4

\* MAT 121, 122, and 123 may be substituted for T-MAT 104, 105, and 106. Also, elective hours may be substituted for T-MAT 104 if performance on the mathematics segment of the placement test indicates the student may be exempt.

\*\* Three hours of physical education activity courses, HEA 122, or HEA 223 may be substituted.

**Second Year**

<b>First Quarter</b>		<b>Class</b>	<b>Lab</b>	<b>Cr. Hrs.</b>
T-ELN 201	Adv. Semiconductors and Vacuum Tubes	3	3	4
T-ELN 202	Basic Communication Electronics	3	3	4
PHY 201	General Physics I	3	3	4
ECO 201	Principles of Economics	3	0	3
				<u>15</u>
<b>Second Quarter</b>				
T-ELN 203	Basic Computer Electronics	3	3	4
T-ELN 204	Adv. Communications Electronics	3	3	4
T-ELN 215	Industrial Electronics	3	3	4
PHY 202	General Physics II	3	3	4
				<u>16</u>
<b>Third Quarter</b>				
T-ELN 206	Adv. Computer Electronics	3	3	4
T-ELN 216	Industrial Electronics	3	3	4
PHY 203	General Physics III	3	3	4
	Elective(s)			<u>4</u>
				<u>16</u>

Total Hours for Graduation (Depends on Math Sequence)

108 or 111

**GENERAL OFFICE TECHNOLOGY (T-033)****Associate in Applied Science Degree**

The General Office Technology curriculum requires two years of college study. Upon completion of the program the student will graduate with an Associate in Applied Science degree.

The graduate of the General Office Technology curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, or in a variety of other clerical positions.

**First Year**

<b>First Quarter</b>		<b>Class</b>	<b>Lab</b>	<b>Cr. Hrs.</b>
*BUS 101	Elementary Typewriting	3	2	4
BUS 110	Filing	3	0	3
ENG 101	English Composition I	3	0	3
BUS 106	Introduction to Business	5	0	5
	Elective(s)			<u>3</u>
				<u>18</u>

\* Elective hours may be substituted for Elementary Typing if performance on proficiency tests in this skill indicates that the student may be exempt.

<b>Second Quarter</b>				
LIB 100	Library Usage	1	0	1
BUS 102	Intermediate Typewriting	2	3	3
ENG 102	English Composition II	3	0	3
BUS 107	Business Mathematics	5	0	5
**HEA 121	Hygiene	3	0	3
	Elective(s)			3
				18
<b>Third Quarter</b>				
BUS 103	Advanced Typewriting	2	3	3
BUS 108	Personal Finance	5	0	5
T-BUS 271	Office Management	3	0	3
	Elective(s)			5
				16
<b>Second Year</b>				
<b>First Quarter</b>				
EDP 101	Computer Fundamentals	3	0	3
T-BUS 109	Inter-Personal Relations	3	1	3
T-BUS 115	Business Law I	3	0	3
BUS 211	Marketing	5	0	5
T-BUS 221	Transcription I	3	2	4
				18
<b>Second Quarter</b>				
SPH 101	Voice and Diction	3	0	3
T-BUS 116	Business Law II	3	0	3
T-BUS 210	Office Machines	1	2	2
BUS 209	Business Communications	3	0	3
	Elective (General)			5
				16
<b>Third Quarter</b>				
BUS 213	Typewriting for Speed	3	1	3
BUS 214	Office Procedures	3	2	4
T-BUS 212	Accounting	3	2	4
T-BUS 229	Taxes	3	2	4
				15
	<b>Total Hours Required for Graduation</b>			101

\*\* Three hours of physical education activity courses, HEA 122, or HEA 223 may be substituted.

### ASSOCIATE DEGREE NURSING (T-059)

#### Associate in Applied Science Degree

College of The Albemarle's program to prepare students for registered nursing is a seven quarter curriculum. Students are admitted each September. The primary purpose of the program is to prepare men and women for careers as registered nurses who are competent to give direct patient care in a number of settings.

Students secure a college-level education with the privileges and responsibilities as students in the total student body. They share in social and cultural aspects of college life, while developing their potential as individuals, citizens, and nurses.

Classes in general education courses are shared with students from other disciplines. Clinical experiences are carefully planned around current nursing theory. Nursing faculty select, guide, and evaluate learning experiences in hospitals and other agencies. Present affiliations include: Albemarle Hospital, Pasquotank County Health Department, Portsmouth Naval Hospital, Tidewater Psychiatric Institute, and Winslow Memorial Home.

Rather than complete the program in seven consecutive quarters, a student may choose to complete the requirements over a three year period, taking the general college courses the first year and nursing courses the next two years.

Although the Associate Degree Nursing program is designed to produce a registered nurse in two years, it is possible to transfer most of the courses to a senior institution for application toward a baccalaureate degree.

For specific admissions requirements, contact the Director of Admissions.

### First Year

			Class	Lab	Cr. Hrs.
<b>Summer Quarter</b>					
NUR 100	Orientation to Nursing (Optional Course)		2	0	2
<b>First Quarter</b>					
NUR 101	Introduction to Nursing	4	15	9	
BIO 205	Anatomy & Physiology I	3	3	4	
PSY 201	General Psychology I	3	0	3	
NUT 101	Nutrition	3	0	3	
					19
<b>Second Quarter</b>					
NUR 102	Medical-Surgical Nursing I	4	15	9	
BIO 206	Anatomy & Physiology II	3	3	4	
PSY 202	General Psychology II	3	0	3	
PHM 101	Pharmacology	3	0	3	
					19
<b>Third Quarter</b>					
NUR 103	Medical-Surgical Nursing II	4	15	9	
BIO 207	Microbiology	3	3	4	
PSY 231	Child Growth & Development	3	0	3	
					16
<b>Second Year</b>					
<b>Summer Quarter</b>					
NUR 201	Maternity Nursing	4	15	9	

<b>*First Quarter</b>					
NUR 202	Child Health Nursing	4	15	9	
NUR 206	Leadership and Management of Patient Care	2	0	2	
SPH 201	Public Speaking	3	0	3	
ENG 101	English Composition I	3	0	3	<hr/>
					17
<b>*Second Quarter</b>					
NUR 203	Psychiatric/Mental Health Nursing	4	15	9	
NUR 205	Issues in Nursing	4	0	4	
**HEA 121, 122, or 223		3	0	3	<hr/>
					16
<b>*Third Quarter</b>					
NUR 204	Medical-Surgical Nursing III	4	15	9	
SOC 201	Introduction to Sociology	3	0	3	
ENG 102	English Composition II	3	0	3	<hr/>
					15
<b>Total Hours Required for Graduation</b>					<b>111</b>

\* Each sequence of courses is offered each quarter.

Second year students are divided into three groups which rotate through each sequence during their second year.

\*\* Three physical education activity courses may be substituted for the HEA course. These should be spaced over two or more quarters.

The curriculum is constructed to allow the student to progress from the general to the specific and the simple to complex. The first three nursing courses (NUR 101, 102, and 103) must be satisfactorily completed in sequence. All 100 numbered nursing courses, as well as NUT 101, PHM 101, PSY 201, PSY 202, and PSY 231, must be successfully completed prior to enrollment in 200 numbered nursing courses.

A student must meet the college's graduation criteria as stated in the college catalog. ADN students must make at least a "C" in each nursing course and in pharmacology to graduate. Any student making less than a "C" will be counseled to take a reduced academic load or transfer to another curriculum.

Upon successful completion of the program, the student is granted the Associate in Applied Science Degree. Upon recommendation of the nursing faculty the student is eligible to take the State Board of Nursing Exam to obtain the registered nurse (R.N.) certificate.

## EXECUTIVE SECRETARY (T-030)

### Associate in Applied Science Degree

The Executive Secretary program is designed to provide students with training in typing, dictation, transcription, office procedures, and other skills needed to perform secretarial work for an executive.

The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing correspondence and reports. A secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and assisting an executive. Employment may be found in a variety of fields, such as insurance companies, banks, marketing institutions, and financial firms.

#### First Year

First Quarter		Class	Lab	Cr. Hrs.
*BUS 101	Elementary Typewriting	3	2	4
ENG 101	English Composition I	3	0	3
BUS 106	Introduction to Business	5	0	5
BUS 110	Filing	3	0	3
	Elective			3
				18

#### Second Quarter

BUS 102	Intermediate Typewriting	2	3	3
ENG 102	English Composition II	3	0	3
BUS 107	Business Mathematics	5	0	5
*BUS 111	Elementary Shorthand	5	0	5
LIB 100	Library Usage	1	0	1
				17

#### Third Quarter

BUS 103	Advanced Typewriting	2	3	3
BUS 108	Personal Finance	5	0	5
BUS 112	Intermediate Shorthand	3	2	4
T-BUS 109	Inter-Personal Relations	3	1	3
**HEA 121	Hygiene	3	0	3
				18

#### Second Year

First Quarter		Class	Lab	Cr. Hrs.
T-BUS 115	Business Law I	3	0	3
EDP 101	Computer Fundamentals	3	0	3

\* Credit may be granted for Elementary Typewriting and/or Elementary Shorthand if performance on proficiency tests in these skills indicates that the student may be exempted from them.

\*\* Three hours of physical education activity courses, HEA 122, or HEA 223 may be substituted.

BUS 113	Advanced Shorthand	2	3	4
T-BUS 221	Transcription I	3	2	4
	Elective(s)			3
				17
<b>Second Quarter</b>				
SPH 101	Voice and Diction	3	0	3
T-BUS 210	Office Machines	1	2	2
BUS 209	Business Communications	3	0	3
T-BUS 222	Transcription II	3	2	4
	Elective(s)			3
				15
<b>Third Quarter</b>				
T-BUS 212	Accounting	3	2	4
BUS 213	Typewriting for Speed	3	1	3
T-BUS 223	Transcription III	3	2	4
BUS 214	Office Procedures	3	2	4
				15
	Total Hours Required for Graduation			100

### **MEDICAL SECRETARY (T-032)**

#### **Associate in Applied Science Degree**

The Medical Secretary program provides specialized training required by secretaries working in the medical and health care fields. The program is designed to provide students with the training in typing, dictation, transcription, office procedures, and terminology for employment in the medical profession.

The duties of a medical secretary may consist of taking dictation and transcribing letters, memoranda, and reports; meeting office callers and screening telephone calls; filing; and scheduling appointments. The graduate may enter a secretarial position in a variety of offices, such as physicians, private and public hospitals, and federal and state health programs.

#### **First Year**

<b>First Quarter</b>		<b>Class</b>	<b>Lab</b>	<b>Cr. Hrs.</b>
*BUS 101	Elementary Typewriting	3	2	4
ENG 101	English Composition I	3	0	3
BUS 106	Introduction to Business	5	0	5
BUS 110	Filing	3	0	3
	Elective(s)			3
				18

#### **Second Quarter**

BUS 102	Intermediate Typewriting	2	3	3
ENG 102	English Composition II	3	0	3
BUS 107	Business Mathematics	5	0	5
*BUS 111	Elementary Shorthand	5	0	5
LIB 100	Library Usage	1	0	1
				17

<b>Third Quarter</b>		<b>Class</b>	<b>Lab</b>	<b>Cr. Hrs.</b>
BUS 103	Advanced Typewriting	2	3	3
BUS 108	Personal Finance	5	0	5
BUS 112	Intermediate Shorthand	3	2	4
T-BUS 109	Inter-Personal Relations	3	1	3
**HEA 121	Hygiene	3	0	3
				<u>18</u>
<b>Second Year</b>				
<b>First Quarter</b>		<b>Class</b>	<b>Lab</b>	<b>Cr. Hrs.</b>
T-BUS 115	Business Law I	3	0	3
EDP 101	Computer Fundamentals	3	0	3
BUS 113	Advanced Shorthand	2	3	4
T-BUS 221	Transcription I	3	2	4
BUS 215	Medical Terminology & Vocabulary I	3	0	3
				<u>17</u>
<b>Second Quarter</b>				
SPH 101	Voice and Diction	3	0	3
T-BUS 210	Office Machines	1	2	2
BUS 209	Business Communications	3	0	3
T-BUS 222	Transcription II	3	2	4
BUS 216	Medical Terminology & Vocabulary II	3	0	3
				<u>15</u>
<b>Third Quarter</b>				
T-BUS 212	Accounting	3	2	4
BUS 213	Typewriting for Speed	3	1	3
T-BUS 223	Transcription III	3	2	4
BUS 214	Office Procedures	3	2	4
				<u>15</u>
Total Hours Required for Graduation				100

\* Credit may be granted for Elementary Typewriting and/or Elementary Shorthand if performance on proficiency tests in these skills indicates that the student may be exempted from them.

\*\* Three hours of physical education activity courses, HEA 122, or HEA 223 may be substituted.

### **VETERAN'S FARM TRAINING PROGRAM (T-017)**

This is a special program which is offered for Albemarle area farmers who need to develop or upgrade the basic skills needed to manage an agricultural business involving commercial crops or livestock. Students must be 18 years of age or older.

Veterans who are engaged in farming on a full-time basis and who have their programs approved by the Veterans Administration are eligible for VA benefits.

The program of instruction is designed for 36 months, with classes being held two days per week in the late afternoon and

evening. Students who complete the entire program will receive a technical specialty diploma.

### First Year

First Quarter		Class	Lab	Cr. Hrs.
T-AGR 101	Farm Records and Taxes	3	2	4
T-AGR 102	Farm Tractors I	2	3	3
Second Quarter				
T-AGR 103	Agricultural Economics	5	0	5
T-AGR 104	Soil Science and Fertilizers	3	2	4
Third Quarter				
T-AGR 105	Agricultural Marketing	5	0	5
T-AGR 106	Agricultural Chemicals and Weed Identification	3	2	4
Fourth Quarter				
T-AGR 107	Farm and Home Construction	2	3	3
T-AGR 108	Farm Management	5	0	5
Second Year				
Fifth Quarter				
T-AGR 109	Farm Tractors II	2	3	3
T-AGR 110	Conservation of Natural Resources	5	0	5
Sixth Quarter				
T-AGR 111	Horticulture	3	2	4
T-AGR 112	Livestock Production	3	2	4
Seventh Quarter				
T-AGR 201	Pasture and Forage Crops	3	2	4
T-AGR 202	Insect Identification and Control	3	2	4
Eighth Quarter				
T-AGR 203	Livestock Housing and Equipment	3	2	4
T-AGR 204	Advanced Farm Management	5	0	5
Third Year				
Ninth Quarter				
T-AGR 205	Farm Machinery Repair	2	3	3
T-AGR 206	Farm Electrification	2	3	3
Tenth Quarter				
T-AGR 207	Feed Grain Crops	3	2	4
T-AGR 208	Farm Forest Management	3	2	4
Eleventh Quarter				
T-AGR 209	Agricultural Programs and Agencies	5	0	5
T-AGR 210	Surveying	2	3	3
Twelfth Quarter				
T-AGR 211	Agricultural Finance and Law	5	0	5
T-AGR 212	Techniques of Welding	2	3	3
	Total Hours Required for Diploma			96

## **VOCATIONAL PROGRAMS**

The major objective of each of the vocational programs is to guide youth and adults in acquiring vocational competency in the knowledge and skills that will help them to become well-adjusted and self-supporting citizens.

Courses are designed to prepare students for initial employment, retraining for new skills, or for advancement in a vocation. Students are expected to acquire the skills and technical knowledge that become assets for employment in business and industry.

The vocational programs are generally one year in length and lead to a diploma. Program requirements are given on the following pages. Deviations from the requirements must be approved by the appropriate department chairperson and the Dean of Instruction.

### **Probation and Suspension**

Students that do not pass at least one-third of their work on an hourly basis may be excluded from registration for the next quarter or placed on probation. In either circumstance, students will be expected to work with their counselor to try to find and correct the reason for their poor performance in their chosen program of study or find an alternate program of study in which they may succeed.

If students are incapable of safe conduct in the shops or willfully and flagrantly violate the safety rules of the shops and become a safety hazard to themselves or to their classmates, they may be suspended immediately from their program of study. All suspensions of this type must be approved by the Department Chairperson and the Dean of Instruction.

A student that has been suspended may be reinstated only by the Academic Suspension Appeals Committee. Requests for reinstatement must be in writing and forwarded to the chairperson of the Academic Appeals Committee.

### **Evening Classes**

Students attending evening vocational trade classes will receive a letter grade on each course upon completion of the minimum number of clock hours specified for each course (see the course descriptions) and/or satisfactory performance on the final examination. Since evening vocational classes meet for fewer hours per

week than do equivalent day classes, a student will have to attend class for more than one quarter in order to complete the minimum clock hours and receive credit for the course.

Grade reports listing satisfactory or unsatisfactory progress and total clock hours completed will be sent to the student at the end of each quarter until the student has satisfactorily completed the course. Course segments will be noted on permanent records by a suffix a, b, or c on the course number.

#### **Hours Per Week**

The programs that are described on the following pages include a listing of hours of instruction per week. This is the minimum number of hours that each student will spend in instructional activities each week.

Class—refers to the time spent in classroom instruction.

Lab —refers to the time spent in laboratory instruction or experimentation.

Shop or Clinical Practice—refers to shop practice or clinical practice in which students are involved in the supervised practice of learning experiences in institution laboratories or approved clinical facilities. Cooperative Education experience may be substituted for shop practice in the Automotive Mechanics and Machinist curricula.

### **AUTOMOTIVE MECHANICS (V-003)**

The Automotive Mechanics Program provides training in developing the basic knowledge and skills needed to inspect, diagnose, repair, and adjust automotive vehicles. Manual skills are developed in practical shop work. A thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussions, and shop practice.

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references.

		Hours Per Week			
		Class	Lab	Shop Pract.	Cr. Hrs. Equiv.
<b>First Quarter</b>					
AUT 1100	Internal Combustion Engines	3	8	8	9
MAT 1000	Fundamentals of Mathematics	5	0	0	5
DFT 1000	Blueprint Reading I	4	0	0	4
ENG 1020	Reading Improvement	2	0	0	<u>2</u>
					20
<b>Second Quarter</b>					
AUT 1115	Auto Fuel & Emissions Systems	3	4	4	6
AUT 1110	Auto Electrical Systems	3	4	4	6
MAT 1010	Vocational Mathematics	3	0	0	3
PHY 1040	Applied Physics I	1	2	0	2
ENG 1030	Communication Skills	2	0	0	<u>2</u>
					19
<b>Third Quarter</b>					
AUT 1124	Auto Transmission & Drive Trains	3	9	8	9
PSY 1060	Industrial, Community & Personal Relations	2	0	0	2
PHY 1050	Applied Physics II	1	2	0	2
WLD 1401	Basic Welding	2	3	0	<u>3</u>
					16
<b>Fourth Quarter</b>					
AUT 1123	Brakes, Chassis & Suspension	3	3	4	5
AUT 1140	Automotive Air Conditioning	2	4	0	4
BUS 1103	Small Business Operations	2	0	0	2
PHY 1060	Applied Physics III	1	2	0	2
AUT 1125	Automotive Servicing	3	2	4	<u>5</u>
					18

### COSMETOLOGY (V-009)

The Cosmetology Program is designed to prepare the student for employment in the field of cosmetology. The program provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting, and hair styling.

Upon completion of this program, a person is qualified to begin a six month apprenticeship and to take the examination administered by the North Carolina Board of Cosmetic Art. Both of these require successful completion before the license is issued by the Board.

		Hours Per Week			
		Class	Lab	Chin. Pract.	Cr. Hrs. Equiv.
<b>First Quarter</b>					
COS 1001	Scientific Study I	5	5	0	7
COS 1011	Mannequin Practice	5	15	0	<u>12</u>
					<u>19</u>
<b>Second Quarter</b>					
COS 1002	Scientific Study II	5	0	0	5
COS 1022	Clinical Application I	0	5	20	<u>8</u>
					<u>13</u>
<b>Third Quarter</b>					
COS 1003	Scientific Study III	5	0	0	5
COS 1033	Clinical Application II	0	5	20	<u>8</u>
					<u>13</u>
<b>Fourth Quarter</b>					
COS 1004	Scientific Study IV	5	0	0	5
COS 1044	Clinical Application III	0	5	20	<u>8</u>
					<u>13</u>

### MACHINIST (V-032)

The Machinist Program is designed to give students the opportunity to acquire basic skills and the related technical information necessary to gain employment in a machine shop. The machinist is a skilled worker who shapes metal by using machine tools and hand tools.

The skilled workers must be able to set-up and operate the machine tools used in a modern shop. They make calculations relating to dimensions of work, tooling, and feeds and speeds machines. The composition of metals must be known so that they can anneal and harden tools and metal parts.

		Hours Per Week			
		Class	Lab	Shop Pract.	Cr. Hr. Equiv.
<b>First Quarter</b>					
MEC 1200	Machine Shop Theory & Practice I	3	8	8	9
MAT 1000	Fundamentals of Mathematics	5	0	0	5
DFT 1000	Blueprint Reading I	4	0	0	4
ENG 1020	Reading Improvement	2	0	0	<u>2</u>
					<u>20</u>
<b>Second Quarter</b>					
MEC 1210	Machine Shop Theory & Practice II	2	8	8	7
MAT 1010	Vocational Math	3	0	0	3
PHY 1040	Applied Physics I	1	2	0	2
MEC 1250	Structure of Metals I	3	0	0	3
ENG 1030	Communications Skills	2	0	0	2
DFT 1010	Blueprint Reading II	3	0	0	<u>3</u>
					<u>20</u>

<b>Third Quarter</b>						
MEC 1220	Machine Shop Theory & Practice III	2	8	8	6	
MAT 1020	Geometry & Trigonometry	3	0	0	3	
PSY 1060	Industrial, Community & Personal Relations	2	0	0	2	
PHY 1050	Applied Physics III	1	2	0	2	
WLD 1401	Basic Welding	2	3	0	3	
DFT 1020	Blueprint Reading III	3	0	0	3	
						19
<b>Fourth Quarter</b>						
MEC 1230	Machine Shop Theory & Practice IV	3	8	8	9	
MEC 1255	Structure of Metals II	3	0	0	3	
MAT 1030	Machinist Math	3	0	0	3	
DFT 1030	Blueprint Reading IV	2	0	0	2	
PHY 1060	Applied Physics III	1	2	0	2	
						19

### ADVANCED MACHINIST

Students who have successfully completed the Machinist Program may enter the Advanced Machinist Program. This second year option provides further machinist knowledge and skills, and generally enables the student to enter industry at a higher level of pay and responsibility.

		Hours Per Week			
		Class	Shop Lab	Cr. Hrs. Pract.	Equiv.
<b>First Quarter</b>					
MEC 1260	Precision Machining I	2	8	8	8
DFT 101	Engineering Drawing I	3	3		4
	Electives	6	0		6
					18
<b>Second Quarter</b>					
MEC 1265	Precision Machining II	2	8	8	8
DFT 102	Engineering Drawing II	3	3		4
	Electives	6	0		6
					18
<b>Third Quarter</b>					
MEC 1270	Machine Repair	2	8	8	8
DFT 103	Engineering Drawing III	3	3		4
	Electives	6	0		6
					18
<b>Fourth Quarter</b>					
MEC 1275	Jig & Fixture Building	2	6	4	6
MEC 1280	Die Making	2	6	4	6
	Electives	6	0		6
					18

## Suggested Electives For Advanced Machinist Trade

BUS 1103	Small Business Operations	2	0	0	2
T-DES 101	Materials, Tools & Processes I	3	0		3
T-DES 102	Materials, Tools & Processes II	2	3		3
T-DES 103	Strength of Materials	3	0		3
DFT 205	Descriptive Geometry	3	3		4
DFT 209	Individually Supervised Study, Var.		Var.		4
	Drafting				
T-DFT 201-202-203	Advanced Engineering Graphics, I, II, III	3			4
T-DFT 204	Technical Illustration	3	3		4
T-DFT 206	Design Drafting	3	3		4
T-DFT 214-215	Jigs & Fixtures I, II	3	0		3
EDP 101	Computer Fundamentals	3	0		3
EDP 102-103	Programming for Computer Based Information Systems	3	2		4
ENG 101	English Composition I	3	0		3
HEA 121-122	Hygiene	3	0		3
HEA 223	First Aid and Safety Education	3	0		3
MAT 100	Basic Mathematics	3	0		3
MAT 101	Basic Algebra I	3	0		3
MAT 102	Basic Algebra II	3	0		3
T-MAT 104	Technical Math I	5	0		5
T-MAT 105	Technical Math II	4	0		4
T-MAT 106	Technical Math III	3	0		3
MAT 111-112-113	Fundamental Concepts of Mathematics I, II, III	3	0		3
MAT 121-122	College Algebra I, II	3	0		3
MAT 123	Trigonometry	3	0		3
SPH 201	Public Speaking	3	0		3
T-TEC 201	Technical Report Writing	4	0		4
	Physical Education Activity Courses	1	2		1

## MACHINE OPERATOR

The purpose of this program is to allow students who will not reach a level of excellence as a machinist to succeed in a specialized program allied to the Machinist Program. This program is three quarters in length. The first quarter is the same as the Machinist Program, and during this time the instructor and the counselor will evaluate the student's progress and abilities and advise him concerning the program he should follow.

This program will offer an opportunity for occupational success and satisfaction to students who might not succeed in the other machinist programs. A Machine Operator's Certificate will be presented upon successful completion of the program.

		Hours Per Week			
		Class	Lab	Shop Pract.	Cr. Hrs. Equiv.
<b>First Quarter</b>					
MEC 1200	Machine Shop Theory & Practice 1	3	8	8	9
MAT 1000	Fundamentals of Mathematics	5	0	0	5
DFT 1000	Blueprint Reading I	4	0	0	4
ENG 1020	Reading Improvement	2	0	0	2
					<u>20</u>
<b>Second Quarter</b>					
MEC 1215	Lathe Operator	3	6	4	7
MEC 1225	Drill Press Operation	3	6	4	7
MAT 1010	Vocational Math	3	0	0	3
ENG 1102	Communication Skills	2	0	0	2
					<u>19</u>
<b>Third Quarter</b>					
MEC 1235	Shaper Operation	3	8	4	8
MEC 1245	Mill Operation	3	8	4	8
					<u>16</u>

### NURSES' ASSISTANT (V-072)

This program is designed to prepare qualified applicants to become nurses' assistants (aides). Nurses' assistants perform those duties associated with patient care and ward management which require limited educational preparation. It is only one quarter in length and consists of a single course (NUR 1100) which is designed for 330 hours of classroom instruction and clinical experience. All clinical assignments are planned and supervised by the teacher so that students will learn to apply classroom learnings to hospital practice.

For specific admissions requirements, contact the Director of Admissions.

		Hours Per Unit		
		Class	Clinical Practice	Cr. Hrs. Equiv.
<b>First Quarter</b>				
NUR 1100				15
Nurses' Assistant				
Unit I.	Introduction to Role of Nurses' Assistant	10	15	
Unit II.	Understanding Effects of Illness	4	11	
Unit III.	Making Observations on Patients	15	35	
Unit IV.	Safety Measures in Care of the Sick	8	22	
Unit V.	Measures to Promote the Patient's Comfort	10	30	

Unit VI.	Special Types of Patient Care	20	65
Unit VII.	Becoming a Hospital Employee	20	65
	TOTAL HOURS	87	243

### OPERATING ROOM TECHNICIAN (V-071)

The purpose of this program is to prepare qualified persons for participation as trained members of the operating room team. Operating Room Technicians are responsible for cleanliness, safety, and efficiency in the operating room and for simple patient care which involves safely transporting patients to the operating room and preparing them for surgery. The tasks they perform under the supervision of registered nurses are: to assemble and open supplies for surgical procedures; to assist the circulating nurse and anesthesiologist; to operate tables, lights, suction machines, electro-surgical units and diagnostic equipment; to pour solutions; to keep the surgical team supplied; to care for specimens; to assist in application of dressings; to clean and maintain equipment; to scrub and set up the operating room table with proper instruments, sutures, drapes, etc.; to assist the surgeon by placing instruments, sutures, sponges; and to assist with cast applications.

This self-contained program is nine (9) months in length and is divided into three quarters, with only one class being admitted each September. Students who successfully complete this program will receive certificates. Persons interested in this program of study should contact the Director of Admissions for specific admissions requirements.

First Quarter		Class	Hours Per Week			Quarter Hours Credit
			Lab	3	0	
T-BIO 121	Human Anatomy & Physiology I		3	3	0	4
T-BIO 123	Introduction to Microbiology		3	3	0	4
ENG 111	Fundamentals of Communication		3	0	0	3
T-NUR 110	Nursing Procedures		3	3	0	4
T-SUR 101	Introduction to Operating Room		3	3	0	4
			15	12	0	19
Second Quarter						
T-BIO 122	Human Anatomy & Physiology II		3	3	0	4
T-SUR 102	Surgical Procedures I		4	3	0	5

T-SUR 106	Suggested Seminar I	2	0	0	2
T-SUR 104	Clinical Practice I	0	0	15	5
		9	6	15	16
<b>Third Quarter</b>					
T-SUR 103	Surgical Procedures II	3	3	0	4
T-SUR 105	Clinical Practice II	0	0	24	8
T-SUR 107	Lecture Seminar	1	0	0	1
		4	3	24	13

### PRACTICAL NURSE (V-038)

The Practical Nurse Program is designed to make available to qualified persons the opportunity to prepare for participation in the care of patients of all ages, in various states of dependency, and with a variety of illness conditions. Throughout the program the student is expected to grow continuously in the acquisition of knowledge and understandings related to nursing, the biological sciences, the social sciences, and in skills related to nursing practices, communications, inter-personal relations, and the use of good judgment.

The licensed practical nurse (LPN) is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices, and in some public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex, or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the program can prepare the individual.

Upon completion of this program, and the successful completion of a comprehensive examination administered by the North Carolina Board of Nursing, a license is given to the graduate by the Board.

#### Specific Admission Requirements

**Education:** High school graduates or persons who have passed the high school equivalency examination.

**Health:** Good mental and physical health is essential. Physical and dental examinations and immunization against smallpox, typhoid, tetanus, and poliomyelitis are required.

**General:** Applicants must be citizens of the United States or signify their intention of becoming citizens.

Contact the Director of Admissions for specific admission requirements.

This course is twelve (12) months in length and is divided into four quarters, with one class being admitted each September. Students wishing to take practical nursing in a Practical Nurse Education Program must meet the age level and other requirements of an accredited school. The North Carolina Board of Nursing prescribes, in accordance with the North Carolina laws related to nursing, the course of study and the standards which accredited school programs will maintain.

		Hours Per Week			
		Class	Lab	Pract.	Clin. Cr. Hrs. Equiv.
<b>First Quarter</b>					21
PNE 1001	Scientific Study I				
	Health	4			
	Nutrition	4			
	Anatomy & Physiology	6			
	Pharmacology I	3			
	Nursing Fundamentals	4			
PNE 1011	Laboratory Study I			4	2
PED 101	Physical Education	1	2		1
					24
<b>Second Quarter</b>					12
PNE 1002	Scientific Study II				
	Medical-Surgical Nursing I				
	4				
	Maternity Nursing	4			
	Pharmacology II	4			
PNE 1022	Laboratory Study II			2	1
PNE 1222	Clinical Practice I			22	7
					20
<b>Third Quarter</b>					12
PNE 1003	Scientific Study III				
	Medical-Surgical Nursing II	4			
	Growth & Development	2			
	Pediatrics	2			
	Communicable Diseases	2			
	Geriatrics	2			
PNE 1333	Clinical Practice II			25	8
					20
<b>Fourth Quarter</b>					12
PNE 1004	Scientific Study IV				
	Medical-Surgical Nursing III	4			
	Vocational Adjustment II	2			
	First Aid & Disaster	2			
	Mental Health Nursing	4			
PNE 1444	Clinical Practice III			24	8
					20

## **COOPERATIVE EDUCATION**

Cooperative Education, an optional program for technical and vocational students, is designed to allow students to apply classroom knowledge in a practical work situation. College of The Albemarle and cooperating employers work together to better prepare students for meaningful vocations. Students are placed on cooperative job assignments that relate to their programs of study at the college. The actual on-the-job working experience provides students the opportunity to determine their interest in, and suitability for, the occupations for which they are studying.

Many students are unfamiliar with the variety of occupations available in business and industry. By exposing students to various positions within the world of work, employers can help students select careers on a realistic basis. Although the educational experience is the prime objective of the program, most students find that the income earned on field placement covers an important portion of college expenses. Students are paid at least the statutory minimum wage while they are on cooperative job assignments.

The major objectives of the Cooperative Education Program are:

- To develop academically prepared and work-oriented students.
- To help students realize skills needed for the occupation they plan to enter.
- To create a smooth transition for students from the classroom to the world of work.
- To develop an interest in area businesses and industries in the Occupational Education Program.

For further information contact the Director of Cooperative Education at College of The Albemarle.

## **EVENING PROGRAM**

College of The Albemarle offers an Evening Program of courses leading toward associate degrees. The courses have the same or equally well-trained instructors, have the same content, and carry the same college credit as courses taught during the regular day session. Credit for evening courses transfers to other institutions

on the same basis as credit for other regular College of The Albemarle courses.

Courses are scheduled Monday through Thursday evenings. Courses that require three hours of lecture and/or laboratory per week meet once a week from 7:00 P.M. to 10:00 P.M. Courses that require more than three hours per week meet twice a week. Each hour of lecture or laboratory actually involves fifty (50) minutes of clock time.

The admission requirements and cost for all evening courses are the same as for courses offered during the day.

A schedule of time and place for these courses or any additional information may be received by contacting:

Director of Evening Programs  
College of The Albemarle  
Elizabeth City, North Carolina 27909

Continuing education (non-credit) classes are also offered during evening hours. For further information, refer to the section in this catalog titled Continuing Education Program.

## CONTINUING EDUCATION

One of the major functions of a comprehensive community college is that of providing educational programs for adults in its service area. The Continuing Education Department at College of The Albemarle places a strong emphasis on the value of life-long education in our rapidly changing society, and it provides many types of continuing education activities for citizens of the Albemarle area.

Courses are offered for those individuals whose education stopped short of high school graduation and for those who need to retrain and update themselves in a vocational or professional area. Instruction is also available for those who desire to grow in basic knowledge, to improve in home and community life, and to develop or improve leisure time activities.

### Admission

Any adult eighteen (18) years of age or older and not enrolled in public school may be admitted to a continuing education class. In extenuating circumstances, and upon the approval of the appropriate public school superintendent, a public school drop-out between 16-18 years of age may enroll in certain courses.

## **Class Schedules**

A course schedule is published and made available to the public prior to the beginning of each quarter. Classes are organized on the basis of need, interest, and the availability of suitable facilities and qualified instructors. Courses are also announced through the local news media.

## **Class Registration**

Persons enroll in a particular course by attending and registering during the first regular class meeting. Anyone enrolling in a course after it has been organized must do so at the first class meeting attended.

## **Class Locations**

Many continuing education courses and services are provided on the campus at Elizabeth City. Other classes are conducted in surrounding communities or within a particular business or industry in the Albemarle area. Almost any course can and will be organized when a sufficient number of citizens indicate an interest in having a class brought to a particular location.

## **Course Descriptions**

Course descriptions for continuing education courses are not listed in this publication. Only examples of the types of courses that have been offered are listed. Specific course descriptions are furnished upon request and in the Continuing Education Catalog. Courses in addition to those listed in this publication may be offered to meet expressed needs of the community when evidence of such needs is presented to the college.

## **Fees**

A registration fee of five dollars (\$5.00) is charged for enrollment in each academic, technical, and vocational course. Volunteer firemen and law enforcement personnel are not charged a registration fee for enrolling in training courses. This exemption applies only to volunteer firemen taking fire training courses and law enforcement personnel taking law enforcement courses. Prison inmates are not charged for any continuing education courses. Students who enroll in Adult Basic Education courses or who

receive instruction in the Individualized Instruction Center are also exempted from the registration fee.

Recreational courses are subject to a tuition charge which will enable these courses to be self-supporting. This tuition charge varies depending on the course involved, but is generally substantially more than the standard five dollar fee.

Students are expected to provide the supplies, materials, tools, and books which they will need in continuing education courses. Instructional services and instructional materials are supplied by the college.

Accident insurance is available to all students. This insurance is required for students that participate in laboratory activities using equipment and machinery which might cause physical injury.

### **Certificates**

College credit is not given for completion of continuing education courses; however, certificates are awarded for completion of some of the courses. Licenses, diplomas, or other forms of recognition are awarded by certain agencies outside the college upon successful completion of special designated courses.

### **Continuing Education Units**

Since September 1, 1974, College of The Albemarle has maintained a cumulative record of all courses taken by continuing education students. Continuing Education Units (CEU's) are awarded on the basis of one CEU per ten contact (class) hours. For example, if a student was enrolled in a 36 hour course and attended at least 75 per cent of the time, 3.6 CEU's can be awarded upon completion of the course.

Students who need transcripts or additional information about CEU credit should contact the Continuing Education Department (335-0821).

### **Veterans Information**

The Individualized Instruction Centers are approved by the Veterans Administration and benefits are now available to veterans who have not completed high school. Veterans may attend College of The Albemarle's Individualized Instruction Center and/or regularly scheduled adult high school classes and receive benefits while they earn their diploma. The benefits received while

earning their high school diploma do not count against total eligibility benefits.

In addition, veterans' wives and children of disabled and deceased veterans who wish to complete their high school education are eligible to receive financial assistance.

Interested persons should call the Continuing Education Department (335-0821) for further information.

### **Library Privileges**

Students in all programs sponsored by the college have the privilege of using all services of the library without additional charge. Library cards will be issued at the desk of the library at the request of adult students.

### **Programs**

The seven major areas of continuing education at College of The Albemarle are:

#### **I. Adult Basic Education**

The objective of this program is to provide elementary level instruction to those individuals who for any reason do not enjoy the benefits of at least an eighth grade education. Instruction covers the basic fundamentals of mathematics, science, social studies, reading, and oral and written communication.

There are no fees or charges of any kind. All materials have been especially prepared for adults with emphasis on individual needs and interests.

Level I—The basic fundamentals of reading, writing, and arithmetic are stressed. The course is designed to bring adults who have completed less than four grades of formal education to a functional level whereby individual study is possible.

Level II—This course is for adults who stopped school in grades 5-8 or who have completed Level I. It is a continuation of the first level with more individual study and a greater scope of subject matter, including science and social studies. With the completion of Level II, the adult should be equipped to enter one of the High School Completion programs.

## II. High School Completion

This program, consisting of the Adult High School Diploma Program and the Adult High School Equivalency, provides two ways to complete requirements for a high school diploma or certificate:

### (1) Adult High School Diploma Program

This is a cooperative arrangement between College of The Albemarle and the Boards of Education in the Albemarle area, with the college serving as the service agency.

For admission to the High School Diploma Program, a person must be at least 18 years of age and have the written recommendation of the appropriate school superintendent. Individual public school drop-outs between the ages of 16 and 18 may be admitted as students with "special needs."

Students who enter the Adult High School Diploma Program must have the consent of the cooperating school system and a list of the specific courses which they need to complete. Upon completion of the required courses in the Individualized Instruction Center, the student is awarded an Adult High School Diploma by the cooperating county Board of Education.

Additional information concerning the opportunity to earn an Adult High School Diploma may be obtained by contacting the Continuing Education Department or the local school superintendent in any one of the seven counties served by the college.

### (2) Adult High School Equivalency

This program consists of organized classes which usually meet two nights per week, two and one-half hours per night, or the adult student may complete requirements in the Individualized Instruction Centers which are open from 8 a.m. to 10 p.m. daily except Friday, 8 a.m. to 4 p.m.

**GED Level 9-10**—For those adults who stopped school in grades 9-10 or who have completed Level II in Adult Basic Education.

**GED LEVEL 11-12**—For those adults who stopped school in grades 11-12 or who have completed Level 9-10 of GED.

These programs offer courses which are directed toward helping an individual pass the General Educational Development (GED) Tests that are given in the Individualized Instruction Center at College of The Albemarle. Upon successful completion of these tests, the North Carolina State Board of Education will issue to the individual the High School Equivalency certificate.

The number of hours needed to complete the Adult High School Equivalency Program depends on the reading level and previous formal and informal educational experiences of the student.

### **III. Vocational Training and Upgrading**

These courses are designed to provide training for a specific vocation or skill essential to the earning of a livelihood. They will teach people new skills and improve present skills in order to make them more efficient on their present job or to improve their chances for success on a new job.

Examples of courses in this instructional category are listed below. The Continuing Education Catalog includes a complete listing of all courses and course descriptions.

Accounting	Office Machines
Advertising	Outboard Motor Repair
Air Conditioning and Refrigeration	Real Estate
Bookkeeping	Secretarial Procedures
Brickmasonry	Shorthand
Furniture Refinishing	Small Engine Repair
Human Relations	Stenoscript
Income Tax Procedures	Typing
Landscaping	Welding

### **IV. Special Extension**

The following programs are offered by College of The Albemarle to increase individual competence in specialized occupational areas:

#### **A. Fire Service Training**

Fire fighters are confronted with situations non-existent a few years ago and their responsibilities demand a continuous program of training and education. Fire Service Training is taken directly to the individual fire fighter. Training sessions are held in the local fire departments, allowing fire persons to be

trained as an organized group utilizing equipment they would ordinarily use in controlling fires. Fire Service classes include:

Ambulance Attendant	Introduction to Firefighting
Arson Detection	Ladder Practices
Civil Disorder	Officer's Training
Fire Apparatus Practices	Portable Fire Extinguishers
Fire Brigade Training for Industry	Protective Breathing Equipment
Firefighting Procedures	Rescue Practices
Fire Stream Practices	Rope Practices
Forcible Entry	Salvage and Overhaul Practices
Home Fire Safety	School Bus Evacuation
Hose Practices	Ventilation

## B. Hospitality Training Program

This program trains personnel in the area of food services, lodging, recreation, and travel information. The primary objectives include providing employers with well-trained personnel to operate their businesses, developing within individuals skills that will qualify them for better employment opportunities, and providing better hospitality services to the citizens of North Carolina and visitors to the state. Hospitality training is arranged and scheduled in accordance with the needs of industry.

### Commercial Food Service Courses

1. Basic Quantity Cooking
2. Food and Beverage Controls
3. Food and Beverage Management & Service
4. Food and Beverage Purchasing
5. Food Service Selling
6. Food Service Supervision for Hospital Personnel

### School Food Service Courses

1. Organization and Personnel Management
2. Overview of School Food Services
3. Nutrition and Menu Planning
4. Procurement
5. Quantity Food Preparation
6. Use and Care of Equipment

### Hotel-Motel Management

1. Communication
2. Front Office Procedures
3. Hotel-Motel Accounting
4. Hotel-Motel Law
5. How to Organize Your Work
6. Human Relations
7. Introduction to Hotel Management

8. Maid Training
9. Maintenance and Engineering
10. Hotel-Motel Management
11. Supervisory Development
12. Supervisory Housekeeping

#### Travel Service

1. Customer Relations
2. Personality Development
3. Service Station Selling
4. Travel Information

#### Hospital Training

1. Custodial Training
2. Hospital Housekeeping
3. Hospital Human Relations
4. Modified Diets

### C. Law Enforcement Training

These courses are especially designed as inservice and preservice education for those engaged in law enforcement activities and are provided at the request of these agencies. The program is designed to keep law enforcement officers abreast of legal and technological advancements and at the same time to aid them in becoming more professional. Workshops and courses are offered in many areas such as the following:

- Abnormal Persons
- Alcoholic Beverage Control Law
- Arrest
- Auxiliary Law Enforcement Officers Training
- Armed Robbery
- Arson Investigation
- Bomb Disposal
- Bomb Threats
- Chemical Tests for Alcohol Operators School
- Chemical Tests for Alcohol Operators Retraining School
- Chemical Tests for Alcohol Operators Recertification School
- Chemical Tests for Alcohol Technical Supervisors School
- Civil Law
- Communications
- Community Relations
- Computerized Speed Detection
- Constitutional Law
- Coping with the Drinking Driver
- Court Structures and Procedures
- Courtroom Demeanor and Testimony
- Criminal Investigation
- Criminal Law
- Defensive Tactics
- Description of Persons
- Drugs

Ethics of Law Enforcement  
Evidence  
Fingerprinting  
Firearms  
First Aid  
Forgery and Questioned Documents  
Gambling  
History of Law Enforcement  
Homicide Investigation  
Interview and Interrogations  
Introduction to Police Science  
Instructor's Training  
Jail and Detention Services  
Jail Security Techniques  
Juveniles  
Motor Vehicle Laws  
Patrol Operations  
Photography  
Police Organization and Administration  
Polygraph  
Public Speaking  
Records Systems  
Report Writing and Notetaking  
Riot Control and Civil Disturbances  
Safe Burglary Investigation  
Search and Seizure  
Sex Crimes  
Shoplifting  
Specialized Training  
Supervision for Law Enforcement  
Surveillance  
Traffic  
Vice Investigation

**D. New or Expanding Industry Training**

College of The Albemarle cooperates with new or expanding industries to train work forces. The actual training is carried on in the industry where trainees receive instructions, and depending upon the program objectives, may receive both classroom and on-the-job training. All training programs are established to meet the specific needs of a particular industry.

**E. Emergency Medical Training**

Organized classes are held for ambulance attendants in the college's service area. The North Carolina Office of Emergency Medical Services works with College of The Albemarle in developing classes for rescue squad units. For further information, contact the Continuing Education Department.

## F. Management Development Training

In an effort to meet the needs of persons in business and industry, an elaborate program in Management Development Training is administered by College of The Albemarle. The program is designed to upgrade the competency of supervisory and mid-management personnel in area business and industry. It is also designed to train persons interested in becoming supervisors. Management Development Training is an investment in the future. It may pay rich dividends to those individuals and organizations that take advantage of it.

These programs are further designed to improve and enhance skills and competency on the job, as well as relationships with others. Programs can be tailored to meet existing needs and can be held on the campus or within an individual plant or organization. Qualified instructors are provided without charge to the employer.

The following courses are available:

- Alcoholism in Business and Industry
- Art of Motivating People
- Conference Leadership Training
- Creative Thinking
- Economics in Business and Industry
- Effective Communications
- Effective Speaking
- Effective Writing
- Employee Evaluating and Interviewing
- Industrial First Aid
- Industrial Safety and Accident Prevention
- Instructor Training
- Job Analysis Training
- Job Instruction Training
- Job Methods
- Job Relations Training
- Labor Laws for Supervisors
- Management Primer
- Motion and Time Study (for Supervisors)
- Pre-Supervisory Training
- Principles of Business and Industrial Management
- Principles of Supervision
- Science of Human Relations
- Speed Reading
- Supervision in Hospitals
- Transportation and Traffic Management
- Work Measurement

Specialized courses related to safety are available regarding management responsibilities as provided by the Occupational Safety and Health Act, as well as courses designed to increase employee safety awareness.

## **V. Special Projects**

Projects, programs, and events that are conducted by the college through special grants and funds are frequently administered by the Continuing Education Department.

## **VI. General Interest Courses**

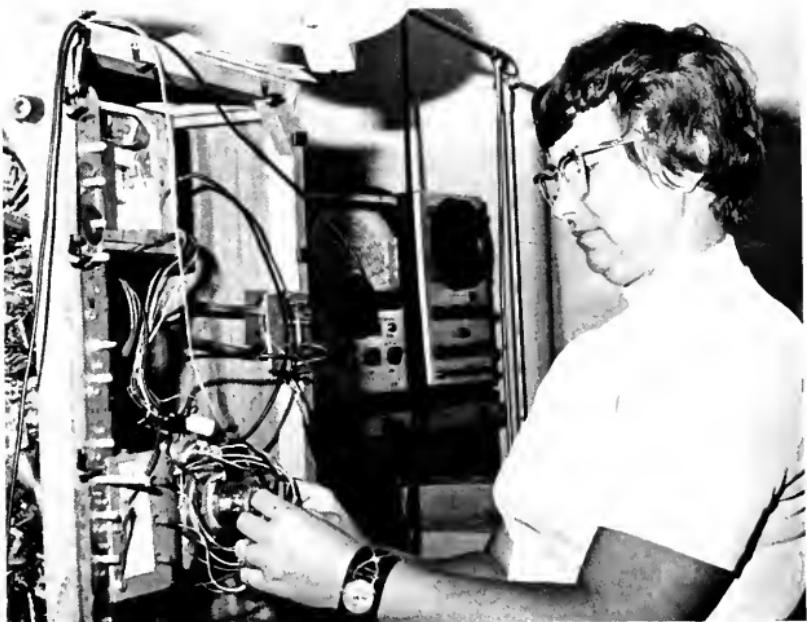
These courses provide for personal or cultural enrichment, self-improvement, and the development or improvement of leisure time activities. This field includes a wide range of courses and the following is only a listing of general categories:

Bible	Metric System
Cake Decorating	Mixed Media
Ceramics	Personal Finance
Crocheting	Modern Dance
Decoupage	Pottery
Gardening	Public Speaking
Insurance	Religion
Knitting	Sewing
Landscaping	Wood Carving
Local History	

## **VII. Community Services**

College of The Albemarle sponsors and promotes a number of community services which contribute to the cultural, economic, and civic improvement of the Albemarle area. Such services may arise from almost every program area. Groups or agencies are invited to contact the Continuing Education Department to arrange such activities.





# COURSE DESCRIPTIONS

## COURSE NUMBERING

Courses at College of The Albemarle are numbered in accordance with the system used by the North Carolina Community College System.

1. All developmental courses are indicated by a three-letter prefix and a two digit number. These courses are not transferable.  
Example: PSY 98.
2. All freshman transfer courses are indicated by a three-letter prefix and are numbered 100-199.  
Example: MAT 121.
3. All sophomore transfer courses are indicated by a three-letter prefix and are numbered 200-299.  
Example: MAT 201.
4. All freshman technical courses are indicated by a "T" and a three-letter prefix and are numbered 100-199.  
Example: T-MAT 105.
5. All sophomore technical courses are indicated by a "T" and a three-letter prefix and are numbered 200-299.  
Example: T-DFT 214.
6. All vocational courses are indicated by a three-letter prefix and a four digit number.  
Example: AUT 1130.

On the same line following the prefix and number, appears the course title, the quarter(s) the course is normally offered, the number of quarter credit hours, with the number of lecture and lab hours per week being shown in parentheses (F-Fall Quarter; W-Winter Quarter; S-Spring Quarter; SS-Summer Session; Var.-Variable). Vocational courses give the equivalent of quarter hours credit and in parentheses the number of class hours, lab hours, and shop practice or clinical hours per week.

The class and laboratory hours shown in the catalog are minimal. It is a policy of this institution to permit students to enroll in additional class and laboratory work beyond those shown in the catalog in order to broaden their educational experience.

## AGRICULTURE

T-AGR 101	<b>Farm Records and Taxes</b>	(Var.) 4(3-2)
	An introductory course in accounting principles as related to farming. Includes basic terminology and techniques used in recording transactions. Actual farm situations are used to show practical application. A study of taxes as related to farm income, forms, deductions, depreciation, and tax schedules applicable to farmers.	
T-AGR 102	<b>Farm Tractors I</b>	(Var.) 3(2-3)
	A study of farm tractors including gasoline and diesel engines. Emphasis will be placed on internal combustion engines and electrical systems.	
T-AGR 103	<b>Agricultural Economics</b>	(Var.) 5(5-0)
	An introduction to economics and the functions of the economic system and agriculture's role in the economy. Includes a review of managerial functions and decision making in a changing economy.	
T-AGR 104	<b>Soil Science and Fertilizers</b>	(Var.) 4(3-2)
	A course dealing with basic principles of efficient classification, evaluation, and management of soils; care, cultivation, and fertilization of the soil and conservation of soil fertility.	
T-AGR 105	<b>Agricultural Marketing</b>	(Var.) 5(5-0)
	An analysis of the functions of marketing in the economy and a survey of the problems marketing faces. A review of the market structure and the relationship of local, terminal, wholesale, retail and foreign markets. Problems in the operations of marketing firms including buying and selling, processing, standardization and grading, risk-taking and storage, financing, efficiency, and cooperation. Discussion of procedures of marketing such commodities as grain and livestock.	
T-AGR 106	<b>Agricultural Chemicals and Weed Identification</b>	(Var.) 4(3-2)
	A study of farm chemical pesticides, their ingredients, formulation, and application. Safe usage is emphasized. Weed identification and control is given special emphasis.	
T-AGR 107	<b>Farm and Home Construction</b>	(Var.) 3(2-3)
	This course deals with the fundamentals of farm carpentry, fences, concrete and masonry. The study also includes farm water needs and waste disposal. Attention is given to planning farm water and plumbing systems and their proper care and maintenance.	
T-AGR 108	<b>Farm Management</b>	(Var.) 5(5-0)
	A review of the functions of the manager of a business firm and the problems of farm operators. Development of the concepts of costs and budgets as an aid in choosing what to produce. An analysis of the factors of production to find the least cost production procedure.	

T-AGR 109	<b>Farm Tractors II</b>	(Var.) 3(2-3)
	A continued study of gasoline and diesel farm tractors. Emphasis will be on power trains, brake systems, and hydraulic systems.	
T-AGR 110	<b>Conservation of Natural Resources</b>	(Var.) 5(5-0)
	An introduction to soil conservation, covering what is included in soil and water conservation, the public interest in soil and water conservation, who is involved in soil and water conservation, the available resources to carry out soil and water conservation measures, and the relationship of specialized knowledge in agronomy, biology, economics, engineering, soils, forestry, and recreation.	
T-AGR 111	<b>Horticulture</b>	(Var.) 4(3-2)
	A study of the principles of selection and care of ornamental plants and garden crops. Field trips and demonstrations will be used in the development of proper horticultural skills and practices.	
T-AGR 112	<b>Livestock Production</b>	(Var.) 4(3-2)
	A study of livestock production, including selection, breeding, feeding, care and management, and diseases.	
T-AGR 201	<b>Pasture and Forage Crops</b>	(Var.) 4(3-2)
	A study of the major grasses and legumes of economic importance in North Carolina. Attention will be given to management, soil types, fertilization, harvesting, and nutrient value.	
T-AGR 202	<b>Insect Identification and Control</b>	(Var.) 4(3-2)
	A study of the major insect pests in eastern North Carolina. Although the major emphasis will be on insects of agricultural importance, those effecting ornamental plants will also be studied. Chemical and biological control will be included.	
T-AGR 203	<b>Livestock Housing and Equipment</b>	(Var.) 4(3-2)
	A study of the housing and equipment utilized in efficient livestock production and marketing. Farm livestock structures. Automatic feeding and watering systems. Specialized equipment for care of livestock and maintenance of quality of livestock products.	
T-AGR 204	<b>Advanced Farm Management</b>	(Var.) 5(5-0)
	A continuation of T-AGR 105. Data will be analyzed to select the level of production that yields the highest net return. The relationship between farm size, efficiency, and farm income will be emphasized.	
T-AGR 205	<b>Farm Machinery Repair</b>	(Var.) 3(2-3)
	A study of the maintenance and repair of basic farm machinery and equipment. Emphasis is placed upon preventive maintenance through appropriate use and care.	
T-AGR 206	<b>Farm Electrification</b>	(Var.) 3(2-3)
	A study of basic principles of wiring farm buildings and the application of electricity to agricultural production. Includes	

	a study of wire sizes, switches, protective and safety devices, and maintenance of electrical motors and appliances.
T-AGR 207	Feed Grain Crops (Var.) 4(3-2) This course stresses the value of scientific methods in the production of corn, oats, wheat, barley, and sorghum. Varieties, soils, fertilization, cultivation, harvesting, and utilization are included.
T-AGR 208	Farm Forest Management (Var.) 4(3-2) A course dealing with the fundamentals of forestry and farm forestry problems, including planting, thinning, harvesting and marketing.
T-AGR 209	Agricultural Programs and Agencies (Var.) 5(5-0) A review of the public agricultural programs and agencies that provide services, including financial aid for agricultural producers. The objectives, organization, functions, and services of these organizations.
T-AGR 210	Surveying (Var.) 3(2-3) A course in the uses of transits and tapes in laying-out farm buildings; grading trenches for proper drain tile; installation of open ditches for flow of water; the use of transits to lay-out terraces.
T-AGR 211	Agricultural Finance and Law (Var.) 5(5-0) Analysis of the capital structure of modern commercial agriculture with emphasis on the sources of credit. A review of lending institutions, repayment, schedules, and credit instruments. Also includes certain fundamentals of law, including contracts, agency and negotiable instruments, partnerships, corporations, suretyship, and real property.
T-AGR 212	Techniques of Welding (Var.) 3(2-3) Principles of oxyacetylene and electrical welding, cutting and brazing. Principles, procedures, safety precautions and experience in using oxyacetylene and arc equipment. Projects are assigned to develop skill in the use of equipment. Includes the study of metals, rods, gases, and special electric welding machinery.

## ART

ART 99	Art Skills Lab (F,W,S) 0(Var.) This lab is designed to aid students who need additional practice and instruction in developing art skills.
ART 100, 101, 102	History and Appreciation of Art (F,W,S) 3(3-0) History of art from primitive times to the present, covering painting, sculpture, and architecture. The course requires some parallel reading and is taught with reference to the life of the people during the time the art-work was created. Slides are used to supplement the textbook.

ART 103	Color and Design	(F,S) 3(2-4)
	A course dealing with color theory and design principles, with emphasis on design fundamentals.	
ART 104	Drawing	(F,W) 3(2-4)
	A course which introduces the student to drawing in various media.	
ART 105	Figure Drawing	(W) 3(2-4)
	This course will explore various media leading to an understanding of figure drawing. There will be three studios a week, and discussions and critiques of work.	
ART 106	Painting Survey	(W,S) 3(2-4)
	There will be three studios a week, with discussion and critiques of work. This course will explore basic concepts of painting and will acquaint the student with the field of painting as a fine art.	
ART 107	Ceramics Survey	(F,S) 3(2-4)
	A course which introduces the student to the total ceramic process. Emphasis is placed on use of the potter's wheel. Three two-hour studios per week.	
ART 108	Sculpture Survey	(W,S) 3(2-4)
	This course will expose the student to sculpture, its processes and techniques, and survey the methods and materials as well as styles of sculpture.	
ART 110	Crafts Design	(F,W,S) 3(2-4)
	This course will explore crafts design principles and the use of craft materials and tools.	

## AUTOMOTIVE MECHANICS

AUT 1100	Internal Combustion Engines	(F) 9(3-8-8)
	Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in automotive repair work. Study of the construction and operation of components of automotive engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems and cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. Minimum clock hours—195.	
AUT 1110	Auto Electrical Systems	(W) 6(3-4-4)
	A study of the complete electrical system of an automobile. This includes batteries, starters, generators, alternators, regulators, ignition, wiring, and schematic drawings. Proper testing methods and use of test equipment is stressed. Minimum clock hours—110.	

- AUT 1111** **Auto Electrical and Electronic Systems** (Var.) 17(5-25-0)  
This course is to train the student to understand the basic functions of the electrical and electronic components and systems that are found in the modern automobile. Emphasis will be placed on the proper troubleshooting and repair techniques associated with these systems. The course is basically designed to be offered in a self-contained program for prison inmates.
- AUT 1115** **Auto Fuel and Emission Systems** (W) 6(3-4-4)  
A study of the complete fuel and emission system. This study includes fuel pumps, carburetors, fuel injectors, intake and exhaust manifolds, positive crankcase ventilation, and emission control devices used by domestic and foreign automobiles.  
Minimum clock hours—110.
- AUT 1116** **Auto Fuel System Servicing** (Var.) 17(5-25-0)  
This course is to train the student to understand the basic functions and principles of the fuel system of an automobile. Emphasis will be placed on troubleshooting, repair, rebuilding, and proper adjustment of the components of this system. This course is basically designed to be offered in a self-contained program for prison inmates.
- AUT 1117** **Auto Tune-Up Servicing** (Var.) 17(5-25-0)  
This course is to train the student to understand proper tune-up procedures and techniques, including the emission systems. Emphasis is placed on proper use of the various types of diagnostic equipment and the repair and adjustments of components to properly tune-up a vehicle. This course is basically designed to be offered in a self-contained program for prison inmates.
- AUT 1118** **Auto Air Conditioning and Heating** (Var.) 17(5-25-0)  
This course is to train the student to understand the comfort control systems on the modern automobile. Emphasis will be placed on the proper use of test equipment, proper troubleshooting techniques, and proper repairs and adjustments necessary to repair the air conditioning or heating system of a vehicle. This course is basically designed to be offered in a self-contained program for prison inmates.
- AUT 1123** **Brakes, Chassis and Suspension** (SS) 5(3-3-4)  
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, steering, and braking systems. Units to be studied will be shock absorbers, springs, steering system, steering linkage, front end, and types and servicing of brakes.  
Minimum clock hours—100.
- AUT 1124** **Auto Transmissions and Drive Trains** (S) 9(3-9-8)  
Principles and functions of automotive power train systems; clutches, standard transmissions, automatic transmissions, torque converters, drive shaft assemblies, rear axles, and

differentials. Identification of troubles, servicing, and repair.  
Minimum clock hours—200.

**AUT 1125** **Automotive Servicing** (SS) 5 (3-3-4)  
Coordinated methods of using knowledge acquired in previous automotive courses to correctly troubleshoot and repair any part of the automobile. This course incorporates diagnostic testing.  
Minimum clock hours—90.

**AUT 1140** **Automotive Air Conditioning** (SS) 4 (2-4-0)  
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.  
Minimum clock hours—60.

## BIOLOGY

**BIO 100** **Basic Biology** (F,SS) 4\*(3-3)  
An introductory course for those students wishing to strengthen their backgrounds in biological science. Topics include the metric system of measurement, elementary chemistry, cell structure and function, biological classification, elementary genetics, and evolution, and emphasis on anatomy and physiology of humans. *Not* designed to transfer to a four-year Liberal Arts college.

**BIO 101** **General Biology I** (F,W,S,SS) 4 (3-3)  
An introduction to basic biological principles—the nature of science, elementary chemistry, cell structure and function, energy transformation, and an introduction to the anatomy and physiology of plant and animal systems.

**BIO 102** **General Biology II** (W,S,SS) 4 (3-3)  
Continuing study of the anatomy and physiology of plant and animal systems, animal behavior, cellular reproduction, molecular and Mendelian genetics, plant and animal development, and an introduction to ecology.  
Prerequisite: BIO 101 or permission of the instructor.

**BIO 103** **General Biology III** (F,W,S,SS) 4 (3-3)  
A phylogenetic survey of living organisms. The major phyla are studied with emphasis on evolutionary relationships.  
Prerequisite: BIO 102 or permission of the instructor.

**BIO 120** **Selected Topics in Biology** (Var.) 3 (3-0)  
A course designed for students interested in current issues in biology. Topics to be covered will include energy problems, human population trends, pollution and social biology. Field trips will be used when appropriate.

**T-BIO 121** **Human Anatomy and Physiology I** (F) 4 (3-3)  
The study of the structure and function of the human

\* Denotes preparatory credit (nontransferable).

skeletal, muscular, nervous, circulatory, and respiratory systems, and the interdependence of these various systems to total body functioning. (Note: This course is part of the self-contained Operating Room Technician program; therefore, only students in that program may register for it.)  
Prerequisite: None

- T-BIO 122** **Human Anatomy and Physiology II** (W) 4(3-3)  
Part two of an integrated anatomy and physiology course of the human body. (Note: This course is part of the self-contained Operating Room Technician program; therefore, only students in that program may register for it.)  
Prerequisite: T-BIO 121
- T-BIO 123** **Introduction to Microbiology** (F) 4(3-3)  
Study of the fundamental principles of micro-organisms, including identification, classification, morphology, culture methods and media, modes of transmission, sterilization and pathogenic organisms. (Note: This course is part of the self-contained Operating Room Technician program; therefore, only students in that program may register for it.)  
Prerequisite: None
- BIO 205-206** **Anatomy and Physiology I and II** (F,W,SS) 4(3-3)  
An integrated anatomical and physiological study of the human body. Designed to give the student an understanding of basic human anatomy and physiology.  
Prerequisite: BIO 103 or permission of the instructor.
- BIO 207** **Microbiology** (S) 4(3-3)  
A study of microorganisms with an emphasis on morphology and physiological processes, and their relationship to man and the environment. Laboratory exercises will introduce the student to the detection, identification and destruction of pathogenic microorganisms.  
Prerequisites: BIO 103 or BIO 205, 206.
- BIO 210** **Principles of Ecology** (Var.) 5(3-4)  
A study of basic ecological principles. Content includes productivity, nutrient cycles, pollution, environmental factors, species interaction, physiological ecology, population dynamics, community ecology, world biomes, paleoecology, and ecology and man. A week-end field trip is required.  
Prerequisites: BIO 103 or permission of instructor.

## **BUSINESS**

- BUS 99** **Business Skills Lab** (F,W,S,SS) 0(0-3)  
This lab is designed to aid students who need practice or additional instruction in typing, office machines, and transcription.
- T-BUS 100** **Stenoscript** (Var.) 3(3-1)  
An easy-to-learn phonetic shorthand written with the "abc's" rather than symbols. Accepted by the Civil Service and industry. Speed of 80 words a minute can be achieved

in one quarter. This course will generally not transfer to a four-year institution.

<b>BUS 101</b>	<b>Elementary Typewriting</b>	(F,W,S,SS) 4(3-2)
	Mastery of the keyboard and development of basic techniques leading to speed and accuracy.	
<b>BUS 102</b>	<b>Intermediate Typewriting</b>	(F,W,S,SS) 3(2-3)
	Accuracy and speed are developed through correct typewriting techniques. Practical applications, business letters, manuscripts, tabulations, centering.	
	Prerequisites: BUS 101 or demonstration of proficiency.	
<b>BUS 103</b>	<b>Advanced Typewriting</b>	(F,W,S,SS) 3(2-3)
	Further development of production speed and accuracy. Application of skills: special communications, statistical tabulations, minutes, reports, legal documents, and business forms.	
	Prerequisite: BUS 102.	
<b>BUS 106</b>	<b>Introduction to Business</b>	(F,S,SS) 5(5-0)
	A comprehensive introductory analysis of the modern business field, including organization, methods of operation, forms of ownership, business functions, and problems of management.	
<b>BUS 107</b>	<b>Business Mathematics</b>	(F,W,S,SS) 5(5-0)
	The application of standard principles of mathematics to business situations. Includes markup, trade and cash discount, interest, depreciation, installment credit, negotiable instruments, payrolls, insurance, commissions, graphs, and statistics.	
	Prerequisite: A minimum of CGP math test C score of 50, or a math test D score of 40; plus high school general math or consumer math with grades of "C" or better.	
<b>BUS 108</b>	<b>Personal Finance</b>	(W,S) 5(5-0)
	Covers personal and family finance, budgeting, borrowing, charge accounts, installment buying, insurance, home buying, income taxes, the stock market, and other investment media.	
<b>T-BUS 109</b>	<b>Inter-Personal Relations</b>	(F,W,S) 3(3-1)
	The course is designed to help the individuals become more aware of themselves, their potential, and how to react in many situations. Emphasis is placed on personality; speech; grooming; and physical, mental, and social improvement pertaining to business and daily relations with others.	
<b>BUS 110</b>	<b>Filing</b>	(F) 3(3-0)
	Fundamentals of indexing and filing, combining theory and practices by the use of miniature letters, filing boxes, and guides. Students will also become familiar with modern filing equipment.	
<b>BUS 111</b>	<b>Elementary Shorthand</b>	(W) 5(5-0)
	Emphasis is placed on the mastery of word-building prin-	

ciples of the Gregg system, with intensive drill on brief forms and correct writing and reading techniques.

<b>BUS 112</b>	<b>Intermediate Shorthand</b>	(S) 4(3-2)
	Designed to perfect the knowledge of theory, to widen vocabulary range, to develop phrasing skill, and to achieve a speed of from 60 to 80 words a minute on new material.	
	Prerequisite: BUS 111 or demonstration of proficiency.	
<b>BUS 113</b>	<b>Advanced Shorthand</b>	(F) 4(2-3)
	Dictation at increasingly higher speeds, with a goal of from 80 to 100 words a minute on new material. Includes transcription practice.	
	Prerequisite: BUS 112.	
<b>T-BUS 115</b>	<b>Business Law I</b>	(F,W) 3(3-0)
	A general course designed to acquaint the technical student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.	
<b>T-BUS 116</b>	<b>Business Law II</b>	(W,S) 3(3-0)
	Includes the study of laws pertaining to bailments, sales, riskbearing, partnership-corporation, mortgages, and property rights.	
<b>T-BUS 123</b>	<b>Business Finance</b>	(W) 3(3-0)
	Financing of business units—individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.	
<b>T-BUS 161</b>	<b>Principles of Sales</b>	(Var.) 3(3-0)
	A course designed to acquaint students with fundamental techniques that bring success in selling ideas, products, and services.	
<b>BUS 203-204-205</b>	<b>Principles of Accounting I, II, III</b>	(F,W,S) 4(3-3)
	Basic accounting principles and concepts are applied to single proprietorships, partnerships, and corporations. Introduces the student to the basic concepts of cost accounting and the interpretation of financial statements.	
	Prerequisite: None (BUS 107 encouraged).	
<b>BUS 209</b>	<b>Business Communications</b>	(W) 3(3-0)
	A study of the principles of modern business communications through the development of dynamic English grammar, with analysis and composition of the various types of effective business letters and reports.	
	Prerequisite: English 101.	
<b>T-BUS 210</b>	<b>Office Machines</b>	(F,W,S,SS) 2(1-2)
	Designed to introduce students to the use and operation of a variety of office machines, including the transcribing machine, adding machine, rotary and electronic calculators, key-punch, and fluid duplicator.	
	Prerequisite: Typing speed of 30 words per minute.	
<b>BUS 211</b>	<b>Marketing</b>	(F) 5(5-0)

A study of the principles, functions, and methods of marketing products from producer to consumer. Consumer behavior, marketing consumer goods, and the ways middleman activities affect the manufacturer's sales strategy.

<b>T-BUS 212</b>	<b>Accounting</b>	(S) 4(3-2)
	Principles, techniques, and tools of accounting for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and merchantile enterprises, to include practical application of the principles learned.	
	Prerequisite: None (BUS 107 encouraged).	
<b>BUS 213</b>	<b>Typewriting for Speed</b>	(S) 3(3-1)
	Emphasis is placed on accuracy and speed developed through correct typing techniques.	
	Prerequisite: BUS 103.	
<b>BUS 214</b>	<b>Office Procedures</b>	(S) 4(3-2)
	Introduces the student to a wide range of office activites and provides the means to attain skill and confidence in performing secretarial-managerial operations.	
<b>BUS 215</b>	<b>Medical Terminology and Vocabulary I</b>	(F) 3(3-0)
	Terminology and vocabulary appropriate to the course of study as it is used in business, technical, and professional offices.	
<b>BUS 216</b>	<b>Medical Terminology and Vocabulary II</b>	(W) 3(3-0)
	Continuation of BUS 215.	
	Prerequisite: BUS 215	
<b>T-BU 221</b>	<b>Transcription I</b>	(F) 4(3-2)
	Designed to develop rapid and accurate transcripts from office-type dictation. Includes intensive practice in machine transcription.	
	Prerequisite: Typing speed of at least 40 words per minute.	
<b>T-BUS 222</b>	<b>Transcription II</b>	(W) 4(3-2)
	Continuation of T-BUS 221 with an emphasis on shorthand transcription.	
	Prerequisite: Shorthand speed of 80 words per minute for 3 minutes.	
<b>T-BUS 223</b>	<b>Transcription III</b>	(S) 4(3-2)
	Continuation of T-BUS 221 and T-BUS 222 with an emphasis on shorthand transcription.	
<b>T-BUS 229</b>	<b>Taxes</b>	(S) 4(3-2)
	Designed to give students an understanding of federal and state income taxes. A study of income tax withholding, forms to use, special tax situations, and the basic individual income tax returns.	
<b>T-BUS 230</b>	<b>Federal Income Taxes for Individuals</b>	(W) 1(1-1)
	Introduces the student to the federal tax law and to recom-	

mended procedures for preparing individual income tax returns. Students who complete this course should be more proficient in preparing federal income tax returns.

<b>T-BUS 235</b>	<b>Business Management</b>	(W) 3(3-0)
	Principles of business management, including an overview of the major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.	
<b>T-BUS 243</b>	<b>Advertising</b>	(W) 4(3-2)
	The role of advertising in a free economy and its place in mass communication media. A study of product and market research; advertising appeals; selection of media; and the means of testing advertising's effectiveness. Theory and practice of writing advertising copy for various media.	
<b>T-BUS 247</b>	<b>Business Insurance</b>	(Var.) 3(3-0)
	A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.	
<b>T-BUS 271</b>	<b>Office Management</b>	(S) 3(3-0)
	Presents the fundamental principles of office management. Emphasis on the role of office management, including its functions, office automation, planning, controlling, organizing, and actuating office problems.	
<b>T-BUS 272</b>	<b>Principles of Supervision</b>	(S) 3(3-0)
	Introduces the basic responsibilities and duties of supervisors and their relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.	
<b>BUS 1103</b>	<b>Small Business Operations</b>	(SS) 2(2-0-0)
	An introduction to business, covering basic business problems, equipment and office layout, business forms and records, purchasing and inventory, and basic business law.	

## **CHEMISTRY**

<b>CHM 101</b>	<b>General Chemistry I</b>	(F) 4(3-3)
	An introductory course dealing with the basic principles and theories governing the relationships between the different states of matter, atomic theory, chemical bonding, and the periodic law. Laboratory includes an introduction to qualitative analysis.	
<b>CHM 102</b>	<b>General Chemistry II</b>	(W) 4(3-3)
	A continuation of Chemistry 101. Gas laws, introduction to thermodynamics, changes of state, and chemical equilibrium. Prerequisite: CHM 101.	

<b>CHM 103</b>	<b>General Chemistry III</b>	<b>(S) 4(3-3)</b>
	Chemical kinetics, a study of properties of chemical elements and their compounds, and an introduction to nuclear and organic chemistry.	
	Prerequisite: CHM 102.	

## COOPERATIVE EDUCATION

### Technical

Technical students will be allowed two credit hours per quarter in Cooperative Education to count as elective credit for a maximum of five quarters (10 quarter hours).

<b>T-BUS 150, 151</b>	<b>Business Cooperative Education</b>	<b>(F,W,S,SS) 2(0-8)</b>
152, 153	I, II, III, IV, V	
154		
<b>T-DES 150, 151</b>	<b>Drafting and Design Cooperative Education</b>	<b>(F,W,S,S) 2(0-8)</b>
152, 153	I, II, III, IV, V	
154		
<b>T-ELN 150, 151</b>	<b>Electronics Cooperative Education</b>	<b>(F,W,S,SS) 2(0-8)</b>
152, 153	I, II, III, IV, V	
154		

### Vocational

Vocational students may substitute eight Cooperative Education hours for eight shop practice hours in their programs.

<b>AUT 1155, 1156,</b>	<b>Automotive Mechanics Cooperative</b>	<b>(F,W,S,SS) (0-8)</b>
1157		
<b>MEC 1290, 1291,</b>	<b>Machinist Cooperative Education</b>	<b>(F,W,S,SS) (0-8)</b>
1292, 1293,	I-VII	
1294, 1295,		
1296		

Cooperative Education students will be assigned to an employment situation with one of the cooperating businesses. This will serve as an extension of the students' laboratory experiences. It will provide an opportunity to broaden the students' understanding of their field of study as they obtain actual on-the-job experience.

## COSMETOLOGY

<b>COS 1001</b>	<b>Scientific Study I</b>	<b>(F,W,S,SS) 7(5-5-0)</b>
	This is a course for beginners in cosmetology. It includes a study of professional ethics, grooming and personality de-	

velopment, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, manicuring, hair, scalp, skin, and disorders pertaining to the hair, scalp, and skin.

Minimum clock hours—100.

COS 1002	Scientific Study II	(F,W,S,SS) 5(5-0-0)
	A classroom study of skin, scalp, hair, nails, and their disorders; salesmanship; permanent waving; marcelling; relaxing; hairdressing; wigs; and hair coloring.	
	Minimum clock hours—50.	
COS 1003	Scientific Study III	(F,W,S,SS) 5(5-0-0)
	A classroom study of anatomy, manicuring, chemistry, cosmetics-facials, hair styling, theory of massage, scalp treatments, superfluous hair removal, grooming and hygiene.	
	Minimum clock hours—50.	
COS 1004	Scientific Study IV	(F,W,S,SS) 5(5-0-0)
	A classroom study of chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, beauty salon salesmanship management, electricity, cold waving and hair shaping.	
	Minimum clock hours—50.	
COS 1011	Mannequin Practice	(F,W,S,SS) 12(5-15-0)
	A study of finger waving, pin curling, rollers, marcelling, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care, and styling.	
	Minimum clock hours—200.	
COS 1022	Clinical Application I	(F,W,S,SS) 8(0-5-20)
	A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving, marcelling, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring, and hair cutting.	
	Minimum clock hours—250.	
COS 1033	Clinical Application II	(F,W,S,SS) 8(0-5-20)
	This course gives continued laboratory practice and application of techniques in hair shaping, professional ethics, manicuring, chemistry, cosmetics-facials, hair styling, hair coloring (rinses, etc.) and scalp treatments.	
	Minimum clock hours—250.	
COS 1044	Clinical Application III	(F,W,S,SS) 8(0-5-20)
	A continued study of laboratory practices in chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, cold waving, and hair shaping.	
	Minimum clock hours—250.	

## DESIGN

<b>T-DES 101</b>	<b>Tools, Materials and Processes I</b>	(F) 3(3-0)
Introduction to design principles which affect the drafter-designer; characteristics of materials and their application to specified design requirements; and problem solving methods as applied to the design process.		
<b>T-DES 102</b>	<b>Tools, Materials and Processes II</b>	(W) 3(2-3)
Hands-on experience in solving design problems through laboratory experiences. Application of methods and procedures used to produce a product.		
<b>T-DES 103</b>	<b>Strength of Materials</b>	(S) 3(3-0)
A study of the characteristics of various materials used by industry and structural members subjected to different types of loads.		
<b>T-DES 201</b>	<b>Machine Shop Technology</b>	(W) 3(0-6)
Laboratory experiences involving the use of various types of machine shop equipment of a more advanced nature than experienced in T-DES 102. Experience to be gained through individual or group production projects.		

## DRAFTING

<b>DFT 99</b>	<b>Drafting Skills Lab</b>	(F,W,S,SS) 0(Var.)
This lab is designed to aid students who need additional practice and instruction in developing drafting skills.		
<b>DFT 101-102-103</b>	<b>Engineering Drawing I, II, III</b>	(F,W,S) 4(3-3)
A sequence of courses in basic engineering graphic techniques and principles, including but not limited to use and care of instruments, lettering, applied geometry, orthographic projection, dimensioning, pictorial drawing, sections and conventions, and graphical analysis. Beginning students who have had two or more years of mechanical drawing in high school and who are proficient in basic engineering graphics may be allowed to substitute an elective for DFT 101.		
<b>T-DFT 104</b>	<b>Electronic Drafting</b>	(W) 2(1-3)
The application and principles in the use of symbols and conventions in the making of schematics, block diagrams, and other graphic methods of representing electronic engineering problems.		
Prerequisite: DFT 101.		
<b>DFT 105</b>	<b>History of Architecture</b>	(S) 2(2-0)
A study of the development of architectural forms from early civilization to present time.		
<b>T-DFT 201-202-203</b>	<b>Advanced Engineering Graphics I, II, III</b>	(F,W,S) 4(3-3)
An advanced technical study of engineering graphics to include, but not limited to: gears and cams; various indus-		

trial fasteners; fluid-power drawings; tool and die drawings; patent drawings and study of American Standards Association (ASA) drafting practices.  
Prerequisite: DFT 103.

<b>T-DFT 204</b>	<b>Technical Illustration</b>	(SS) 4(3-3)
	A study of the techniques and procedures used by the technical illustrator. Pictorial methods used include isometric, oblique, dimetric, trimetric, and perspective drawing. Skills in the use of these methods will be developed through selected problems.	
<b>DFT 205</b>	<b>Descriptive Geometry</b>	(W) 4(3-3)
	Graphic analysis of space problems involving points, lines, and planes either separately or in combined forms. Pattern development of geometric forms with emphasis toward construction and industrial application. Prerequisite: DFT 102.	
<b>T-DFT 206</b>	<b>Design Drafting</b>	(S) 4(3-3)
	Introduction to basic motion transfer as related to power trains, including pulleys, chain drives, ratchet pawls, gears and cams, levers, and design problem solving. Prerequisite: DFT 103.	
<b>DFT 207-208</b>	<b>Architectural Drawing I, II</b>	(SS) 4(3-3)
	Basic architecture relating to the construction of dwellings and commercial buildings, including basic design requirements for foundations, floors, walls, roof construction, windows, doors, and appointments. Prerequisites: DFT 103, DFT 105.	
<b>DFT 209</b>	<b>Individually Supervised Study, Drafting</b>	3(Var.)
	Research and study in a specialized area of engineering graphics as related to the students' vocational interests. Prerequisite: Instructor's consent.	
<b>T-DFT 210</b>	<b>Printed Circuit Board Layout &amp; Design</b>	(SS) 4(3-3)
	An electronic drafting course focusing on the development of printed circuits boards from schematic drawings. Skills in transferring circuit design and etching will be gained through selected laboratory problems.	
<b>T-DFT 214-215</b>	<b>Jigs and Fixtures, I, II</b>	(Seq. S,F) 4(3-3)
	Principles and practice of jig and fixture design, and problem and design analysis as related to jigs and fixtures construction. Prerequisite: DFT 102.	
<b>DFT 1000</b>	<b>Blueprint Reading I</b>	(F) 4(4-0-0)
	Basic principles of blueprint reading, lines, views, dimensioning procedures, and notes.	
<b>DFT 1010-1020</b>	<b>Blueprint Reading II, III</b>	(Seq. W,S) 3(3-0-0)
	A continuation of DFT 1000, with an emphasis on machine shop blueprint reading, section views, auxiliary views, and development.	

DFT 1030	Blueprint Reading IV	(SS) 2(2-0-0)
A continuation of DFT 1000, 1010, and 1020 to include basic principles of machine drawing.		

## DRAMA

DRA 117	Technical Theatre I	(F) 3(2-2)
Stage architecture, scene construction, and rigging. Techniques of the past and present are emphasized.		
DRA 118	Technical Theatre II	(W) 3(2-2)
Stage makeup and costuming; lighting and sound effects; and the construction of properties. Styles of the past and present are emphasized.		
DRA 119	Technical Theatre III	(S) 3(2-2)
Scene design, emphasizing color and form as applied to scenery of the past as well as to the various types and styles of dramatic literature.		
DRA 121	History of The Theatre I	(F) 3(3-0)
The history of the great period of theatre from the Greek Classical through the Medieval, emphasizing types and styles of drama, dramatic literature, acting, and directing.		
DRA 122	History of The Theatre II	(W) 3(3-0)
The history of the great periods of theatre from the Elizabethan through the French Neoclassical, emphasizing types and styles of drama, dramatic literature, acting, and directing.		
DRA 123	History of The Theatre III	(S) 3(3-0)
The history of the great periods of theatre from the Restoration Period to the Contemporary, emphasizing types and styles of drama, dramatic literature, acting, and directing.		
DRA 124	Play Production	(Var.) 3(3-0)
An exploration of the functions of the director, actor, and designer in the production of a play. Students are expected to participate in the production of a play each quarter, by playing roles, assisting the director, or serving as members of construction, sound, property, lighting, stage or house management, publicity, costume and/or makeup staffs.		
DRA 130	Acting I	(S) 3(3-0)
This course emphasizes removing restrictions, both inner and outer, which suppress spontaneity as an approach to acting and a catalyst for self-discovery. Prerequisite: Permission of the instructor.		
DRA 131	Acting II	(Var.) 3(3-0)
Practice in developing the ability to control the voice and body as instruments of expression: improvisations, pantomime, vocal exercises, acting styles, stage business, rehearsal techniques, characterization, phrasing, tempo and climax, action and reaction. Selected scenes will be presented and analyzed during the term.		

## ECONOMICS

ECO 201-202- 203	<b>Principles of Economics I, II, III</b> Fundamental principles underlying basic economic concepts and the problems of modern economic society. First quarter surveys the nature of our private enterprise system. The second quarter reviews the role of government, evaluates our credit structure, and introduces national income accounting and analysis. The third quarter is devoted to studying the forces which determine the composition and pricing of national output, the distribution of income, and the allocation of resources.	(F,W,S) 3(3-0)
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## ELECTRONIC DATA PROCESSING

EDP 101	<b>Computer Fundamentals</b> Basic course in computers covering the history of computers. Comparison of digital and analog computers and their uses, binary numbers, fundamentals of logical algebra and logic equations, and the terminology of computers.	(F,W,S,SS) 3(3-0)
EDP 102	<b>Programming for Computer-Based Information Systems</b> Study of concepts of computer-based systems design, the concepts and tools of programming, and a specific computer language. Prerequisite: EDP 101.	(W,SS) 4(3-2)
EDP 103	<b>Programming for Computer-Based Information Systems</b> A continuation of EDP 102. A study of the concepts and tools of programming with emphasis on data sets and file systems. Prerequisite: EDP 102.	(SS) 4(3-2)

## EDUCATION

EDU 201	<b>Introduction to Education</b> This course is designed for students beginning professional training in teacher education. To acquaint the prospective teacher with the four major aspects of education; the teaching profession, the school system, the teacher, and the pupil.	(Var.) 3(3-0)
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## ELECTRONICS

T-ELN 101	<b>D.C. Circuits</b> Development of basic circuit theories, electron theory, basic circuits, cells and batteries, resistance, resistance networks, Ohm's law, Kirchhoff's law, Watt's law, Thevenin's theorem, Norton's theorem, superposition principles, magnetism, and electromagnetism.	(F) 6(5-3)
T-ELN 102	<b>A.C. Circuits</b> Fundamental electrical laws are extended to include A.C.	(W) 6(5-3)

	circuits, impedance, phase relationship, resonance, transformers, time constants, principles and the use of measuring instruments.
	Prerequisite: T-ELN 101.
<b>T-ELN 103</b>	<b>Semiconductors and Vacuum Tubes</b> (S) 6(5-3) Theory of semiconductors, vacuum tubes, and gaseous tubes, and the development of their characteristics; mutual conductance, load lines, A.C. theory, resonance, network theorems, decibels, and test equipment. Prerequisite: T-ELN 102.
<b>T-ELN 104</b>	<b>Electronic Servicing I</b> (Var.) 4(3-3) Radio receiver servicing with emphasis on qualitative analysis. Laboratory work is correlated with the lecture material. Prerequisite: T-ELN 103.
<b>T-ELN 105</b>	<b>Electronic Servicing II</b> (Var.) 4(3-3) Television receiver servicing with emphasis on qualitative analysis. Laboratory work is correlated with the lecture material. Prerequisite: T-ELN 104.
<b>T-ELN 201</b>	<b>Advanced Semiconductors and Vacuum Tubes</b> (F) 4(3-3) Rectification and filtering methods, transistor and vacuum tube amplifiers, integrated circuits, hybrid parameters, amplifiers, coupling methods, special and push-pull amplifiers, test equipment. Prerequisite: T-ELN 103.
<b>T-ELN 202</b>	<b>Basic Communication Electronics</b> (F) 4(3-3) Basic transmitters, commercial transmitters, amplitude modulation systems, frequency modulation systems, phase modulation, amateur transmitters, frequency measurement, modulation measurement. Prerequisite: T-ELN 103.
<b>T-ELN 203</b>	<b>Basic Computer Electronics</b> (W) 4(3-3) An introduction to digital and analog computer circuits. Prerequisite: T-ELN 103.
<b>T-ELN 204</b>	<b>Advanced Communication Electronics</b> (W) 4(3-3) Communication receivers, amplitude and frequency modulation, circuit characteristics and design, antenna design, FCC regulations. Prerequisite: ELN 202.
<b>T-ELN 206</b>	<b>Advanced Computer Electronics</b> (S) 4(3-3) Application of computers to problems, computer circuits, memory circuits, and read out devices. Prerequisite: T-ELN 203.
<b>T-ELN 207</b>	<b>Individually Supervised Study, Electronics</b> (Var.) 3(Var.) Designed to foster independent study, research, and investi-

gation in electronics. The student will make a preliminary presentation of a problem, conduct an investigation, and make a final report including a statement of the problem and methods of investigation, along with conclusions and suggestions for further study.

Prerequisite: Instructor's consent.

**T-ELN 215-216** **Industrial Electronics** (W,F) 4(3-3)  
Study of industrial electronic devices including industrial rectifiers, photo-tube circuits, time delay circuits, resistance sensitive circuits, weld timers, ignition and thyrotron circuits, speed controls, selsyns, amplidyne, and transducers.  
Prerequisites: T-ELN 103 and 215.

## ENGLISH

- ENG 99** **English Skills Lab** (F,W,S,SS) 0(0-3)  
This lab is designed to aid students who need additional practice with mechanics of writing and who need to eliminate specific deficiencies.
- ENG 101** **English Composition I** (F,W,S,SS) 3(3-0)  
Study of expository writing with an analysis of various methods of development; study of the essay and the short story; frequent theme assignments; individual conferences.  
Prerequisite: A minimum CGP reading score of 45 and composition score of 45; plus average high school English grades of "C" or better.
- ENG 102** **English Composition II** (F,W,S,SS) 3(3-0)  
Continued study of composition, emphasizing techniques of analysis and synthesis in writing, with drama providing substance; and techniques of research writing.  
Prerequisite: ENG 101\*.
- ENG 103** **English Composition III** (F,W,S,SS) 3(3-0)  
Continued study of composition based upon critical reading of poetry and novels.  
Prerequisite: ENG 102\*.
- ENG 111** **Fundamentals of Communication** (F,W,S,SS) 33(3-0)  
An intensive study of communication fundamentals as emphasized in three areas: the theory and application of grammar; etymology and vocabulary power; and reading improvement.
- ENG 112** **Fundamentals of Communications** (F,W,S,SS) 3(3-0)  
A continuation of ENG 111 with emphasis on the study of expository writing with an analysis of various methods of development.

\* Stated prerequisites may be waived with permission of the instructor and department chairperson.

ENG 115	<b>Man and the Media</b>	(W,S) 3(3-0)
Designed to increase the student's ability to think analytically about the various media and their impact on man. Discussion of selected television programs and movies, and the relationship between verbal and visual media.		
ENG 121, 122, 123	<b>Writing for College Publications</b>	(F,W,S,SS) 1(Var.)
Study of and practice in writing for college publications. Designed to encourage and instruct those students interested in the college's paper, literary magazine, and yearbook. A student can earn no more than three (3) quarter hours credit per year in this sequence of courses.		
221, 222, 223	Prerequisite: Permission of the instructor.	
ENG 201	<b>English Literature I</b>	(F,W,S,SS) 3(3-0)
A survey of English literature from Beowulf to Milton.		
Prerequisite: ENG 103*.		
ENG 202	<b>English Literature II</b>	(F,W,S,SS) 3(3-0)
A survey of English literature from Milton to the Victorians.		
Prerequisite: ENG 103*.		
ENG 203	<b>English Literature III</b>	(F,W,S,SS) 3(3-0)
A survey of English literature from the Victorians to the present.		
Prerequisite: ENG 103*.		
ENG 205	<b>American Literature I</b>	(F) 3(3-0)
A survey of American literature from its beginnings to Hawthorne.		
Prerequisite: ENG 103*.		
ENG 206	<b>American Literature II</b>	(W) 3(3-0)
A survey of American literature from Hawthorne to the twentieth century.		
Prerequisite: ENG 103*.		
ENG 207	<b>American Literature III</b>	(S) 3(3-0)
A survey of American literature of the twentieth century.		
Prerequisite: ENG 103*.		
ENG 1020	<b>Reading Improvement</b>	(F) 2(2-0-0)
A concentrated effort to improve students' ability to comprehend what they read by training them to read more rapidly and accurately.		
ENG 1030	<b>Communication Skills</b>	(W) 2(2-0-0)
Development of the ability to communicate effectively through the medium of good language usage in speaking and writing. Organizing and presenting thoughts effectively in connection with problems.		

\* Stated prerequisites may be waived with permission of the instructor and the department chairperson.

## **FRENCH**

<b>FRE 101-102-</b>	<b>Elementary French I, II, III</b>	<b>(F,W,S) 3(3-1)</b>
<b>103</b>	An introduction to the essentials of French grammar, pronunciation, composition, conversation, and civilization. Students who have acquired two high school units in French may not take French 101-102-103 except by permission of the instructor.	
<b>FRE 151-152-</b>	<b>Intermediate French I, II, III</b>	<b>(F,W,S) 3(3-1)</b>
<b>153</b>	An introduction to grammar with attention to correct pronunciation, aural drills, composition, and special emphasis on the development of reading skills. Prerequisites: Two years of high school French of FRE 101-102-103.	
<b>FRE 200</b>	<b>Selected Readings in French</b>	<b>(Var.) 3(3-0)</b>
	A course for those particularly interested in learning to read French. Selections of short stories and drama will be used to provide ample vocabulary, idioms, etc. Prerequisite: Permission of the instructor.	

## **GEOGRAPHY**

<b>GEO 101</b>	<b>Principles of Geography I</b>	<b>(F,W,SS) 3(3-0)</b>
	First quarter of a two-quarter sequential course designed to introduce the student to the study of geography, emphasizing physical geography and its influence on man.	
<b>GEO 102</b>	<b>Principles of Geography II</b>	<b>(W,S,SS) 3(3-0)</b>
	Second quarter of a two-quarter sequential course to introduce the student to the study of geography, emphasizing the influence of geography on man in the major climatic regions of the earth. Prerequisite: GEO 101.	

## **HEALTH**

<b>HEA 121</b>	<b>Hygiene I</b>	<b>(F,W,S,SS) 3(3-0)</b>
	This course is designed to give students a stimulating and realistic approach to personal and community life health, and to develop in them a sound and critical attitude where their own personal health is concerned.	
<b>HEA 122</b>	<b>Hygiene II</b>	<b>(F,W,S,SS) 3(3-0)</b>
	A continuation of HEA 121—the human body and its function as related to problems of health and disease. Also included is an emphasis on preparing students in knowledge and skills needed in preventing accidents as well as rendering first aid to the victims of accidents.	
<b>HEA 223</b>	<b>First Aid and Safety Education</b>	<b>(F,W,S,SS) 3(3-0)</b>
	Standard and accepted practices of first aid and safety education. Official certification to students who qualify.	

## HISTORY

<b>HIS 101</b>	<b>Ancient History</b>	(F,W,S,SS) 3(3-0)
	A survey of pre-history, the Ancient Near East, China, Greece, Rome, the Byzantine and Arab Empires to the time of Charlemagne.	
<b>HIS 102</b>	<b>Medieval History</b>	(F,W,S,SS) 3(3-0)
	A survey of the High Middle Ages, the Medieval Church, the Crusades, the growth of towns and trade, the Renaissance, the Age of Discovery, and the emergence of Royal Absolutism during the 17th and 18th Centuries. Non-Western cultures, such as China, Japan and Pre-Columbian America, are also presented.	
<b>HIS 103</b>	<b>Modern History</b>	(F,W,S,SS) 3(3-0)
	A survey of European imperial expansion, the dynastic struggles of the 18th century, the Industrial Revolution, the American and French Revolutions, the two World Wars, and the Cold War period.	
<b>HIS 201</b>	<b>U.S. History I</b>	(F,SS) 3(3-0)
	A survey of European Colonial expansion in the Western Hemisphere, the establishment of the English Colonies, the struggle for American independence, the Federal Period, and the War of 1812.	
<b>HIS 202</b>	<b>U.S. History II</b>	(W,SS) 3(3-0)
	A survey of the Ante Bellum period, the Civil War, Reconstruction, the rise of big business, the Labor Movement, the Populist-Progressive movements and imperial expansion to 1917.	
<b>HIS 203</b>	<b>U.S. History III</b>	(S,SS) 3(3-0)
	A survey of 20th Century U.S history from the Progressive Movement through the Cold War.	
<b>HIS 204</b>	<b>An Introduction to Latin America</b>	(S,SS) 3(3-0)
	A survey of the geography, culture, economy, politics, and history of Latin America. Emphasis is placed on the geographical and cultural forces that have contributed to the Latin America of the modern period, together with the modern movements in Latin America that strive to solve Latin American problems. Prerequisite: 3 hours of college history.	
<b>HIS 206</b>	<b>Modern Europe, 1815-1914</b>	Seminar (W) 3(3-0)
	Traces the development of the European State System as it evolved in the 19th century leading to certain factors involved in the causes of the First World War. Emphasis is placed upon the forces of liberalism, conservatism and nationalism and why their roles changed during the period. Prerequisite: 3 hours of college history.	
<b>HIS 207</b>	<b>Modern Europe, 1919-1960</b>	Seminar (S) 3(3-0)
	Traces the development of the Second World War, the	

course of the war and the post war period of reconstruction. Emphasis is placed on the political, intellectual and economic developments in European Civilization following World War I and the Treaty of Versailles.  
Prerequisite: 3 hours of college history.

## JOURNALISM

<b>JOU 201</b>	<b>Newswriting</b>	<b>(Var.) 3(3-0)</b>
Designed to introduce the student to journalistic writing, terms, and methods. Includes an analysis of news stories, experience in writing lead paragraphs, and in organizing news and news-feature stories. The student newspaper will be used for practical experience.		
Prerequisite: ENG 101 or permission of the instructor.		

## LIBRARY

<b>LIB 100</b>	<b>Library Usage</b>	<b>(F,W,S,SS) 1(1-0)</b>
A general course covering the use of standard library reference tools such as the card catalog, indexes, directories, handbooks, periodicals, etc. Frequent short research projects are required and one long project is completed during the course.		

## MATHEMATICS

<b>MAT 99</b>	<b>Math Skills Laboratory</b>	<b>(F,W,S,SS) 0(0-3)</b>
This lab is designed to aid students who need practice or additional instruction in math.		
<b>MAT 100</b>	<b>Basic Mathematics</b>	<b>(F,W,S,SS) 3(3-0)</b>
Whole numbers, rational numbers, integers and their operations, ratios, proportions, per cents, irrational numbers.		
<b>MAT 101</b>	<b>Basic Algebra I</b>	<b>(F,W,S,SS) 3(3-0)</b>
Symbols and sets, linear equalities and inequalities, absolute value, Cartesian coordinate system, polynomials, rational algebraic expressions, integral exponents, systems of equalities and inequalities.		
<b>MAT 102</b>	<b>Basic Algebra II</b>	<b>(F,W,S,SS) 3(3-0)</b>
Rational exponents, factoring, operations with rational algebraic expressions, quadratic and irrational equations.		
<b>T-MAT 104</b>	<b>Technical Math I</b>	<b>(F) 5(5-0)</b>
Introduction to algebra and trigonometry for students in the Drafting and Design and the Electronics programs. Includes basic algebra, functions and graphs, linear and quadratic equations, and the trigonometric functions.		
<b>T-MAT 105</b>	<b>Technical Math II</b>	<b>(W) 4(4-0)</b>
This course is designed primarily for students enrolled in		

Electronics and in Drafting and Design. The emphasis of this course is on problem solving at a post-secondary level. The student is to be presented problems which are meaningful within the context of conventional engineering at a realistic level of sophistication in view of the student's preparation. Included will be an introduction to algebra, linear equations, functions and graphs, exponents and radicals, quadratic equations, ratio and proportion, the binomial theorem, and logarithms. This course is not designed to transfer to a four-year liberal arts college.

Prerequisite: Technical Math I or minimum CGP math test E score of 50.

**T-MAT 106**

**Technical Math III** (S) 3(3-0)

A continuation of Technical Math I. Emphasis is on trigonometry. Includes a study of right and oblique triangles, vectors, trigonometric formulas and identities, graphs, and complex numbers.

Prerequisite: Technical Math II.

**MAT 111**

**Fundamental Concepts of Mathematics I** (F,W,SS) 3(3-0)

Logic, set theory, systems of numeration, and properties of the system of whole numbers.

Prerequisite: A minimum CGP math test C score of 45, or math test D score of 40, or a math test E score of 40.

**MAT 112**

**Fundamental Concepts of Mathematics II** (W,S,SS) 3(3-0)

Properties of the systems of integers and rational numbers, and number theory.

Prerequisite: MAT 111.

**MAT 113**

**Fundamental Concepts of Mathematics III** (S,SS) 3(3-0)

Real and complex numbers, elementary probability and statistics, elementary plane geometry, lengths, areas, and volumes of geometric figures.

Prerequisite: MAT 112.

**MAT 121**

**College Algebra I** (F,W,S,SS) 3(3-0)

Review of basic algebra, the coordinate plane, functions and their graphs, quadratic functions, and polynomial functions. Prerequisite: A minimum CGP math test E score of 50; plus two years of high school algebra with grades of "C" or better.

**MAT 122**

**College Algebra II** (W,S,SS) 3(3-0)

Sequences, rational functions, exponential and logarithmic functions, linear systems, matrices, sets, binomial theorem, and probability.

Prerequisite: MAT 121 or permission of the instructor.

**MAT 123**

**Trigonometry** (F,S,SS) 3(3-0)

Definitions of the trigonometric functions, solutions of right triangles, law of sines and cosines, oblique triangles, identities, conditional equations, inverse functions, polar coordinates, complex numbers, vectors.

Prerequisite: MAT 121-122 or permission of the instructor.

<b>MAT 201-202- 203-204</b>	<b>Calculus and Analytic Geometry I, II, III, and IV</b>	<b>(F,W,S,SS) 5(5-0)</b>
	A study of coordinate systems, loci, limits, differentiation, integrations, applications, series, partial differentiation, and multiple integration.	
	Prerequisite: MAT 123 or permission of the instructor.	
<b>MAT 210</b>	<b>Linear Algebra</b>	<b>(W) 3(3-0)</b>
	This course is designed to supplement the current offerings of sophomore math courses for the benefit of students majoring in math. It is likewise valuable and often required for students majoring in computer science curricula and in the physical sciences.	
<b>MAT 211</b>	<b>Elementary Statistics</b>	<b>(S) 3(3-0)</b>
	This course is designed to provide the student majoring in any academic discipline an introduction to the basic ideas of analysis of data and statistical inference.	
	Prerequisite: Permission of the instructor.	
<b>MAT 1000</b>	<b>Fundamentals of Mathematics</b>	<b>(F) 5(5-0-0)</b>
	Theory of numbers and the analysis of basic operations: addition, subtraction, multiplication, and division of whole numbers. Common fractions, decimal fractions, powers and roots, percentages, and rules and formulas.	
<b>MAT 1010</b>	<b>Vocational Mathematics</b>	<b>(W) 3(3-0-0)</b>
	Ratio and proportion, measurement of surfaces and volumes, gear ratios, pulleys, angular velocity, mechanics, and electricity. Also includes basic algebra.	
<b>MAT 1020</b>	<b>Geometry and Trigonometry</b>	<b>(S) 3(3-0-0)</b>
	Applied math for machinist trade application. Geometry and trigonometry stressed as applied to the trade.	
<b>MAT 1030</b>	<b>Machinist Mathematics</b>	<b>(SS) 3(3-0-0)</b>
	Practical application of algebra and trigonometry in the solution of problems related to the machinist trade. Lead screw and indexing problems, and compound angles.	
<b>MACHINIST</b>		
<i>209 9/26</i>		
<b>MEC 1200</b>	<b>Machine Shop Theory and Practice I</b>	<b>(F) 9(3-8-8)</b>
	An introduction to the machinist trade and the potential it holds for the craftsman. Deals primarily with the identification, care, and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of the lathe, drill press, and milling machines will be introduced both in theory and practice.	
	Minimum clock hours—195.	
<b>MEC 1210</b>	<b>Machine Shop Theory and Practice II</b>	<b>(W) 7(2-6-8)</b>
	Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine, and shaper. The student will work on projects encompassing all the operations, tools, and procedures thus far used and	

those to be stressed throughout the course.  
Minimum clock hours—170.

MEC 1215	<b>Lathe Operation</b> (Var.) 7(3-6-4) Operating principles and functions of the lathe, lathe tool sharpening and setups, care and maintenance of the lathe. Minimum clock hours—130.
MEC 1220	<b>Machine Shop Theory and Practice III</b> (S) 6(2-4-8) Advanced work on the lathe, grinders, milling machine, and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting, and measuring of gears. The student will use precision tools and measuring instruments such as vernier height gage, protractor, and comparator. Minimum clock hours—140.
MEC 1225	<b>Drill Press Operation</b> (Var.) 7(3-6-4) Operating principles and functions of the drill press, both standard and radial. Drill sharpening and setups on drill press. Care and maintenance of drill press. Minimum clock hour—130.
MEC 1230	<b>Machine Shop Theory and Practice IV</b> (SS) 10(3-8-8) Development of class projects in planning, blueprint reading, machine operations, final assembly, and inspection. Processes on the tool and cutter grinder and cylindrical grinder will be practiced. Special procedures and operations, processes and equipment, observing safety procedures faithfully, and establishing good work habits and attitudes acceptable to the industry. Minimum clock hour—195.
MEC 1235	<b>Shaper Operation</b> (Var.) 8(3-8-4) Operating principles and functions of the shaper. Shaper tool sharpening and shaper setups and the care and maintenance of shaper. Minimum clock hours—150.
MEC 1245	<b>Mill Operation</b> (Var.) 8(3-8-4) Operating principles and functions of milling machines, mill setups, care of milling cutters, and the care and maintenance of milling machines. Minimum clock hours—150.
MEC 1250	<b>Structure of Metals I</b> (S) 3(3-0-0) Elementary and practical approach to ferrous metals. A study of their structure, marking, classification, and uses. The theory of iron and steel and their alloys. The shaping, forming, heat treatments, and surface treatments for steel.
MEC 1255	<b>Structure of Metals II</b> (S) 3(3-0-0) Elementary and practical approach to non-ferrous metals. A study of their structure, marking, classification, and uses. The shaping, forming, heat treatments, and surface treatments for non-ferrous metals.

MEC 1260	Precision Machining I	(F) 8(2-8-8)
The designing and building of machine shop projects that require a great deal of skill by the student. The student will be required to use all the equipment in the shop to build these projects; close tolerances will be held on all parts that make up the projects.		
Minimum clock hours—185.		
MEC 1265	Precision Machining II	(W) 8(2-8-8)
A continuation of Precision Machining I.		
Minimum clock hours—185.		
MEC 1270	Machine Repair	(S) 8(2-8-8)
This course is designed to familiarize the student with the installation, maintenance, and repair of machine shop equipment. He will also manufacture some of the parts needed to repair the equipment.		
Minimum clock hours—185.		
MEC 1275	Jig and Fixture Building	(SS) 6(2-6-4)
This course is designed to familiarize the student with the designing and building of jigs and fixtures used in production manufacturing by machine shops.		
Minimum clock hours—123.		
MEC 1280	Die Making	(SS) 6(2-6-4)
Elementary and practical approach to building of simple dies. Special attention is given to the methods of developing the different types of dies. Instruction is given in types of materials used and the machining of component parts of dies.		
Minimum clock hours—123.		

## MUSIC

MUS 90	Music Skills Lab	(F,W,S) 0(Var.)
This lab is designed to aid students who need additional practice and instruction in developing music skills.		
MUS 91-92-93	Organ	(Var.) 1*(1-1)
A preparatory course for organists of insufficient background for college credit organ courses, or for those who do not wish to study organ for credit. Qualified students upon the completion of each quarter can, by examination, enter MUS 114.		
MUS 94-95-96	Voice	(Var.) 1*(1-1)
A preparatory course for vocalists of insufficient background for the college credit voice courses, or for those who do not wish to study voice for credit. Qualified students upon the completion of each quarter can, by examination, enter MUS 108.		

\* Denotes preparatory credit (non-transferable).

MUS 97-98-99	Piano	(Var.) 1*(1-1)
	A preparatory course for pianists of insufficient background for the college credit piano courses. Qualified students upon the completion of each quarter can, by examination, enter MUS 111.	
MUS 100-101	Music Fundamentals I, II	(F,W) 2(2-1)
	A course designed to fulfill requirements in basic music for those who plan to major in elementary education and as a preparatory course for students of insufficient musicianship background to enter the first year theory course. Open to all students.	
MUS 102-103- 104	Music Theory I, II, III	(F,W,S) 3(3-0)
	The writing of melodies, intervals, chords, and four-part harmony. Beginning keyboard harmony. All students who plan to work towards a music degree must take this course and MUS 105-106-107 their first year as they are prerequisites for third year courses in a senior college. The students should have enough knowledge of piano to be able to play the harmony example they will write during the year. Open to all other qualified students as an elective.	
MUS 105-106- 107	Sight-singing and Dictation I, II, III	(F,W,S) 2(2-0)
	The study of melodic and rhythmic elements of music using the counting syllables and the moveable "do." Rhythmic and melodic dictation involving scale, major, and minor chord line intervals. Registration in the latter portions of the sequence will require completion of the earlier courses in this sequence. Open to all students.	
MUS 108-109- 110	Voice I, II, III	(Var.) 1(2-0), 2(2-0) or 3(3-0)
	Emphasis upon correct posture, breathing, intonation, vowel formation, and diction; attacking, sustaining, and releasing the tone; legato singing and phrasing; messa di voce, mezzo-voce, scales, arpeggios, simple embellishments, and recitative. Repertoire; folk and folk-like songs in English; simpler early Italian arias; simple songs and arias from the Baroque and Classic periods. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve hours practice weekly for three hours credit each quarter. All voice students are required to sing in the college chorus. Open by audition to all qualified students.	
MUS 111-112- 113	Piano I, II, III	(Var.) 1(2-0), 2(2-0) or 3(3-0)
	All major and minor scales; major, minor, dominant seventh, and diminished seventh arpeggios. Selected technical studies. Bach Two and Three-Part Inventions. Sonatinas and easier sonatas of Haydn, Mozart, and Beethoven. Easier literature of the Romantic School. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve hours practice weekly for three hours credit each quarter. All piano students are required to sing in the college chorus. Open to all students who demonstrate by audition a sufficient background to complete the required literature.	

\* Denotes preparatory credit (non-transferable).

MUS 114-115-	Organ I, II, III	(Var.) 2(2-0) or 3(3-0)
116	A foundation of organ technique is laid through study of manual and pedal exercises as given in the methods books of Clarence Dickinson or Harold Gleason. At least four of Bach's "Eight Little Preludes and Fugues" should be completed, together with some chorale preludes from Dupre and from Bach's "Orgelbuchlein." Selected compositions by other composers. Nine hours practice weekly for two hours credit each quarter, twelve hours practice for three hours credit each quarter. All organ students are required to sing in the college chorus. Open to all students who have completed MUS 113, or can demonstrate by audition a similar proficiency in piano playing.	
MUS 117-118	Chorus I, II, III	(F,W,S) 1(0-2)
119	Study activity course designed to give the student a deeper understanding, appreciation, and enjoyment of choral music and its practice. Open to all students by permission of the instructor.	
MUS 202-203-	Music Theory IV, V, VI	(F,W,S) 3(3-0)
204	Continuation of first year theory. Study of altered chords, modulation, and non-harmonic tones. Musical analysis. Further study of keyboard harmony. All students who plan to work toward a music degree must take this course and MUS 205-206-207 their second year because these courses are prerequisite for third year courses in a senior college. Prerequisite: MUS 104.	
MUS 205-206-	Sight-singing and dictation IV, V, VI	(F,W,S) 2(2-0)
207	Continuation of the study of melodic and rhythmic elements in music along with harmonic dictation using altered chords, modulations, and non-harmonic tones. Required of students registering for MUS 202-203-204. Prerequisite: MUS 107.	
MUS 208-209-	Voice IV, V, VI	(Var.) 1(2-0), 2(2-0) or 3(3-0)
210	Emphasis upon portamento; execution of wider intervals, extended scales and arpeggios, and more difficult embellishments; exercises to develop agility, and songs and arias from the Baroque and Classic periods; detached notes and vocal color. Repertoire: more difficult songs and arias from the Baroque and Classic periods; easy to medium difficult Romantic art songs and arias; simpler songs and arias by contemporary composers. Sophomore recital for voice majors. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve hours practice weekly for three hours credit each quarter. All voice students are required to sing in the college chorus. Voice majors should complete FRE 153. Prerequisite: MUS 110 or permission of the instructor.	
MUS 211-212-	Piano IV, V, VI	(Var.) 1(2-0), 2(2-0) or 3(3-0)
213	All major and minor scales and arpeggios in rhythms. More difficult selected technical studies. Easier Preludes and Fugues of Bach. More difficult sonatas of Mozart and Beethoven, and literature of Schubert, Schumann, Chopin, and	

Brahms. Pieces from the modern composers. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve hours practice for three hours credit each quarter. All piano students are required to sing in the college chorus.

Prerequisite: MUS 113 or permission of the instructor.

**MUS 214-215-  
216** **Organ IV, V, VI** (Var.) 2(2-0) or 3(3-0)  
Completion of the "Eight Little Preludes and Fugues" and study of other Bach such as the "Toccata and Fugue in D Minor." Pieces from pre-Bach, Romantic, and Modern school of organ composition; hymn-playing and church service playing. Nine hours practice weekly for two hours credit each quarter and twelve hours practice weekly for three hours each quarter. All organ students are required to sing in the college chorus.

Prerequisite: MUS 116 or by permission of the instructor.

**MUS 217-218-  
219** **Chorus IV, V, VI** (F,W,S) 1(0-2)  
A continuation of MUS 117, 118, 119.

**MUS 220-221-  
222** **Music History and Literature** (F,W,S) 3(3-0)  
An historical survey of music from its primitive beginning to the present, designed to develop a deeper understanding, appreciation, and enjoyment of music. Recorded music examples. Listening assignments. Open to all students.

## **NURSING**

**NUR 99** **Nursing Skills Lab** (F,W,S,SS) 0(Var.)  
This lab is designed to aid students who need practice or additional instruction in the particular nursing procedures required in the Associate Degree Nursing program.

**NUR 100** **Orientation to Nursing Education** (SS) 2(2-0)  
A course designed to orient applicants of the Associate Degree Nursing program (both accepted and interested applicants) to the very basic concept of nursing education. The role of the student nurse is emphasized with particular attention to the policies, philosophies, curriculum, etc. of the local program. Students have the opportunity to become familiar with the affiliating agencies which they will utilize during their nursing education. Approximately one-half of the course includes some basic concepts of math which are necessary for nursing students.

**NUR 101** **Introduction to Nursing** (F) 9(4-15)  
Explains the concepts of health, illness, man's pursuit of wholeness, and nursing intervention through the use of the nursing process. Basic human needs, interpersonal relationships, and dynamics of behavior are studied. Laboratory experience is provided in the clinical setting.  
Corequisite: BIO 205.

**NUR 102** **Medical/Surgical Nursing I** (W) 9(4-15)  
Applies the nursing process to the care of adults who experi-

ence problems related to basic human needs. Explores the body's responses to illness. Surgical intervention as a stress situation is studied. The psychological needs of the patient and family are integrated throughout the course. Laboratory experiences are provided in the hospital and other clinical settings.

Corequisite: BIO 206.

Prerequisite: NUR 101.

<b>NUR 103</b>	<b>Medical/Surgical Nursing II</b>	<b>(S) 9(4-15)</b>
	Utilizes the nursing process in caring for adults who experience complex problems related to basic human needs. Man as a totality is considered with emphasis on psychosocial, emotional, and spiritual as well as physical needs. Concepts from allied health disciplines are applied in meeting the needs of the individual. Laboratory experiences are provided in hospitals and other community agencies.	
	Corequisite: BIO 207.	
	Prerequisite: NUR 102.	
<b>T-NUR 110</b>	<b>Nursing Procedures</b>	<b>(F) 4(3-3-0)</b>
	This includes transport, positioning, and skin preparation of the surgical patient, and procedures for meeting patients' basic needs through simple nursing care, observation, and reporting. (Note: This course is part of the self-contained Operating Room Technician program; therefore, only students in that program may register for it.)	
<b>NUR 201</b>	<b>Maternity Nursing</b>	<b>(SS) 9(4-15)</b>
	Applies the nursing process in caring for the emerging family group throughout the maternity cycle. Assesses the basic concepts of maternal and family health and comprehensive nursing care during the maternity cycle. Recognizes the interrelationship within the family throughout the span of marriage. Laboratory experiences are provided in hospitals and other community agencies.	
	Prerequisites: NUR 103, NUT 101, PHM 101, PSY 201-202, PSY 231.	
<b>NUR 202</b>	<b>Child Health Nursing</b>	<b>(F,W,S) 9(4-15)</b>
	Applies the nursing process in caring for the child from infancy through adolescence, including the family constellation. Includes the study of growth and development and the care of ill children. Laboratory experiences are provided in hospital and other community agencies.	
	Prerequisites: NUR 103, NUT 101, PHM 101, PSY 201-202, PSY 231.	
<b>NUR 203</b>	<b>Psychiatric/Mental Health Nursing</b>	<b>(F,W,S) 9(4-15)</b>
	Integrates the pursuit of wholeness with a study of personality structure and common psychiatric disorders. Applies principles of individual and group behavior to the emotionally ill. Laboratory experiences are provided in hospital and other community agencies.	
	Prerequisites: NUR 103, NUT 101, PHM 101, PSY 201-202, PSY 231.	

<b>NUR 204</b>	<b>Medical/Surgical Nursing III</b>	<b>(F,W,S) 9(4-15)</b>
	Applies scientific principles to the care of the critically ill adult patient. Man's adaptation to his environment is emphasized. Utilizes the health team approach in helping the individual to attain optimum fulfillment of his health needs. Emphasizes teaching health concepts to the patient and his family. Laboratory experiences are provided in hospital and other community agencies.	
	Prerequisites: NUR 103, NUT 101, PHM 101, PSY 201-202, PSY 231.	
<b>NUR 205</b>	<b>Issues in Nursing</b>	<b>(F,W,S) 4(4-0)</b>
	This course provides opportunities for students to become familiar with the historical background of the nursing profession as well as explore the contemporary problems and trends in health care. Students are exposed to the legal aspects of nursing and to legislation affecting nursing and given an insight to thanatology.	
	Prerequisites: NUR 103, NUT 101, PHM 101, PSY 201-202, PSY 231.	
<b>NUR 206</b>	<b>Leadership and Management of Patient Care</b>	<b>(F) 2(2-0)</b>
	Emphasizes the role of the nurse leader. Helps students to understand the responsibilities they have in the delivery of health care services and the ways they may exercise leadership in providing patient care. Systems of Communication are examined and emphasis is placed on the nursing process. The basic concepts of team nursing are also covered. Students will assume leadership roles during their second year (NUR 202, NUR 204) clinical experience.	
	Prerequisites: Satisfactory completion of all first year level nursing courses.	
<b>NUR 1100</b>	<b>Nurses' Assistant</b>	<b>(SS) 15(8-0-22)</b>
	This course is designed to prepare qualified men and women to give effective nursing care to selected patients, to make and report observations, and to carry out routine aspects of ward management. Classroom teaching is centered around modern concepts of health, functional relationships within a hospital, fundamentals of effective interpersonal relations, and nursing procedures related to daily needs of patients and to common therapeutic measures. Throughout the course emphasis is given to the role of the nurses' assistant. Clinical experiences provide opportunities for applying classroom learnings to practice in the hospital setting.	

## **NUTRITION**

<b>NUT 101</b>	<b>Nutrition</b>	<b>(F) 3(3-0)</b>
	Deals with nutrition throughout the entire life cycle. Included in the course are the principles of good nutrition and their application to patients suffering from various diseases.	

## PHYSICAL EDUCATION

<b>PED 101</b>	<b>Basic Movement</b>	(F,W,S) 1(1-2)
	Primarily designed for the development and improvement of muscular strength, muscular endurance, and circulo-respiratory endurance. Gross motor activity such as running, jumping, leaping, and general floor exercises are stressed.	
<b>PED 101A, 102A</b>	<b>Adapted Physical Education</b>	(F,W,S) 1(1-2)
<b>103A</b>	A planned program of selected activities for individuals with physical defects or limitations that would prohibit them from participating in regular physical education activity classes.	
<b>PED 102</b>	<b>Flag Football</b>	(F) 1(1-2)
	Introduction to the basic skills of football (kicking, passing, running, and blocking). Controlled competition is stressed to utilize skills and develop and/or improve muscular strength and endurance.	
<b>PED 103</b>	<b>Soccer</b>	(F) 1(1-2)
	Introduction to the basic skills of soccer (kicking, passing, heading, dribbling, and guarding). Controlled competition is stressed to utilize skills in game situations.	
<b>PED 104</b>	<b>Stunts and Tumbling</b>	(W) 1(1-2)
	Flexibility and strength activities are stressed. Forward rolls, backward rolls, shoulder rolls, head stands, hand stands, hand springs, rope climbing, vaulting, and balance activities.	
<b>PED 105</b>	<b>Elementary Gymnastics</b>	(W) 1(1-2)
	Primary activity with the use of the vaulting box, horse, spring board, vaulting buck, and trampoline.	
<b>PED 106</b>	<b>Volleyball</b>	(W) 1(1-2)
	Introduction to the basic skills of volleyball (serving, passing, set-up, spike, and blocking). Controlled competition involving rules, scoring, and strategy is an integral part of this course.	
<b>PED 107</b>	<b>Track and Field</b>	(S) 1(1-2)
	Class competition in the high jump, broad jump, discus throw, shot put, and running events. Designed to develop and maintain and/or improve muscular strength and endurance.	
<b>PED 108</b>	<b>Field Hockey</b>	(F) 1(1-2)
	Introduction to the basic skills of field hockey (dribble, push-pass, drive, flick, fielding, dodge, and scoop). Controlled class competition is stressed.	
<b>PED 109</b>	<b>Beginning Swimming</b>	(SS) 1(1-2)
	For the non-swimmer or individual with limited swimming ability. Introduction to basic self-rescue and swimming skills	

(breathing, floating, gliding, kicking, and stroking). American Red Cross certificates issued.

<b>PED 110</b>	<b>Basketball</b>	(F,W) 1(1-2)
	Introduction to the basic skills and rules of basketball (passing, dribbling, and shooting). Class competition is stressed.	
<b>PED 111</b>	<b>Baseball</b>	(S) 1(1-2)
	Introduction to the basic skills and rules of baseball (hitting, throwing, running, sliding, and field position). Class competition is stressed.	
<b>PED 112</b>	<b>Badminton</b>	(W) 1(1-2)
	Fundamental skills and rules of badminton (swing and cocking of strokes, serves, drop shots, net play, scoring and strategy). Class competition is stressed.	
<b>PED 113</b>	<b>Intermediate Swimming</b>	(SS) 1(1-2)
	Basically for individuals with limited swimming ability. Development of basic strokes and self-rescue skills is stressed. American Red Cross certificates issued.	
<b>PED 114-115</b>	<b>Basic-Intermediate Sailing</b>	(F,S,SS) 1(1-2)
	Practical on-the-water experience in the basic rudiments of small boat sailing. Small craft safety is stressed. American Red Cross certificates issued.	
	Prerequisite: Demonstrated ability to swim.	
<b>PED 116</b>	<b>Senior Life Saving</b>	(SS) 1(1-2)
	Development of swimming skill and advanced rescue techniques. Fundamental strokes emphasized are side, elementary back, breast, and over arm. American Red Cross certificates issued to qualified class members.	
<b>PED 117</b>	<b>Basic Canoeing</b>	(F,S,SS) 1(1-2)
	Lecture and laboratory experiences in basic skills of lake, river, and creek canoeing. All of the basic canoeing strokes are covered along with fundamentals of canoeing safety and rescue. American Red Cross certificates issued.	
	Prerequisite: Demonstrated ability to swim and sail.	
<b>PED 201</b>	<b>Archery</b>	(F,S,SS) 1(1-2)
	Introduction to skills and techniques of archery target shooting using various types and weights of bows. Class target practice is stressed.	
<b>PED 202</b>	<b>Tennis</b>	(F,S,SS) 1(1-2)
	Introduction to the elementary skills used in tennis (serve, volley, smash, and lob). Basic rules and strategy for singles and doubles are included. Practical experience in class competition is stressed.	
<b>PED 203</b>	<b>Dance I</b>	(Var.) 1(1-2)
	Designed to develop and improve fundamental skills in dance movements and techniques to encourage appreciation of dance as an art form.	

<b>PED 204</b>	<b>Bowling</b>	(W,S,SS) 1(1-2)
	Designed for beginning and/or experienced bowlers. Introduction to basic techniques and skills in bowling (ball selection, approach, release, and various steps). Practical experience is stressed. A nominal lane fee is charged for each game.	
<b>PED 205</b>	<b>Softball</b>	(S) 1(1-2)
	Introduction to the basic skills and rules of softball (hitting, fielding, running, and field position). Class competition is stressed.	
<b>PED 206</b>	<b>Golf</b>	(S,SS) 1(1-2)
	Instruction in the skills and rules of golf (stance, grip, swing, and club selection). Class experience in use of irons is stressed.	
<b>PED 207</b>	<b>Water Safety Instructor</b>	(SS) 1(1-2)
	Class organization is based upon American Red Cross program of instruction involving advanced skills and techniques of water safety. American Red Cross certificate issued.	
	Prerequisite: Senior Life Saving.	
<b>PED 208</b>	<b>Instructor Sailing</b>	(S,SS) 1(1-2)
	Class organization is based upon American Red Cross program of instruction in small-craft safety. Practical experience in teaching individuals how to handle small day sailors is stressed. American Red Cross certificate issued.	
	Prerequisite: Demonstrated ability to swim and sail.	
<b>PED 209</b>	<b>Intermediate Tennis</b>	(F,S,SS) 1(1-2)
	Development of the intermediate skills in tennis (volley, smash and lob) as well as improving ground strokes and serving techniques. Basic rules and strategy for singles and doubles are included. Practical experience in class competition is stressed. This course is open to all male and female students who have completed PED 202 or by permission of instructor.	
<b>PED 210</b>	<b>Advanced Basketball</b>	(W) 1(1-2)
	A continuation of PED 110—Basketball. Class competition is stressed.	
<b>PED 211</b>	<b>Advanced Baseball</b>	(S) 1(1-2)
	A continuation of PED 111—Baseball. Class competition is stressed.	
<b>PED 212</b>	<b>Dance II</b>	(Var.) 1(1-2)
	Designed to further develop and improve basic dance technique as well as beginning to study and realize dance as a special art form, with a basic introduction of knowledge about the body as a sculptural partnership with space. Prerequisite: PED 203 or permission of instructor.	

<b>PED 216</b>	<b>Advanced Swimming</b>	(SS) 1(1-2)
Designed for experienced swimmers that want to improve their ability in self-rescue techniques and basic strokes. American Red Cross certificate issued.		
<b>PED 221</b>	<b>Techniques for Teaching Physical Education</b>	(S) 3(3-0)
Activities in the Public Schools		
	Experience in planning activities for the high school and elementary school and the review of learning the necessary skills and techniques of leadership. Methods, techniques and organization of Physical Education programs at the secondary level are stressed with some experience in practical application.	
<b>PED 222</b>	<b>Techniques of Officiating Sports</b>	(F,W,S) 4(2-4)
	Designed for pre-physical education majors and/or other students with a particular interest in individual, dual, and team sports. This course will involve lecture and laboratory experience to expose students to methods and techniques of officiating sports. Safety, sportsmanship and ethics, knowledge of rules and mechanics of officiating will be of primary concern.	
	Prerequisites: Sophomore standing or permission of instructor.	

## PHARMACOLOGY

<b>PHM 101</b>	<b>Pharmacology</b>	(W) 3(3-0)
This course provides an opportunity for the student to gain a basic foundation in the understanding of drugs and drug therapy. It includes the principles of safe preparation and administration of drugs as well as a review of specific drugs. The mathematical principles related to drug therapy are also included. The role of the nurse to prepare and administer drugs safely, to observe intelligently patient's receiving drugs, and to report and record accurately are focused upon.		

## PHYSICAL SCIENCE

<b>PHS 101-102-103</b>	<b>Physical Science I, II, III</b>	(F,W,S) 4(3-3)
A study of the principles of the physical world. Scientific concepts are developed by means of an experimental and theoretical investigation into the nature of the solid state. Subjects studied include measurements and their significance, the nature of light and its interaction with solids, forces and their effect on and in solids, and the molecular theory of matter.		

## PHYSICS

<b>PHY 201, 202, 203</b>	<b>General Physics I, II, III</b>	(F,W,S) 4(3-3)
A survey course of the basic principles of physics. Topics include mechanics, heat, light, electricity, magnetism, and wave motion.		

<b>PHY 1040</b>	<b>Applied Physics I</b>	(W) 2(1-2-0)
Basic principles of electricity and magnetism. Electron theory, magnetism and electromagnetism, series and parallel circuits, and electrical measurement.		
<b>PHY 1050</b>	<b>Applied Physics II</b>	(S) 2(1-2-0)
Properties and measurement of light. Properties and measurement of heat and its effect upon matter.		
<b>PHY 1060</b>	<b>Applied Physics III</b>	(SS) 2(1-2-0)
Systems of measurements, properties of solids, liquids, and gases. Theory of matter, energy, force and motion.		

## POLITICAL SCIENCE

<b>POL 211</b>	<b>United States Government I</b>	(F,S,SS) 3(3-0)
A study of the origins of the United States system of government: the English historical roots, the Parliament, Common Law, the jury system, Magna Carta, British Colonial influences, the Enlightenment, weaknesses of the Articles of Confederation, the Constitution.		
<b>POL 212</b>	<b>United States Government II</b>	(W,SS) 3(3-0)
A study of the operation of the United States system of government: interest groups, political parties, elections, the committee system of Congress, the executive and the bureaucracy, and the judiciary. Emphasis is placed on the problem solving aspects of governmental operations.		
	Prerequisite: POL 211.	

## PRACTICAL NURSE EDUCATION

<b>PNE 1001</b>	<b>Scientific Study I</b>	(F) 21(21-0-0)
This course includes the fundamentals of nursing care, arts and skills, history of nursing, community health, physical and mental health of the individual, vocational adjustment of the beginning student, nutrition and diets in health and disease, anatomy and physiology, microbiology as related to nursing, and pharmacology. Students are required to pass each subject area in logical sequence.		
<b>PNE 1002</b>	<b>Scientific Study II</b>	(W) 12(12-0-0)
This course includes the study of medical-surgical patients with general nursing care problems of all ages. Selected experiences are offered the student in care and diets, normal and abnormal conditions of the maternity patient, care of the newborn, pediatrics and pharmacology. Students are required to pass each subject area in logical sequence.		
<b>PNE 1003</b>	<b>Scientific Study III</b>	(S) 12(12-0-0)
A continued study of medical-surgical patients of all ages from the simple to more complex condition, surgical intervention for pathological disorders, oncologic nursing, growth and development, pediatric nursing, including communicable diseases, and administration of medicines. Students are		

required to pass each subject area in logical sequence.

PNE 1004	Scientific Study IV	(SS) 12(12-0-0)
Continued study of medical-surgical patients in more complex situations, mental health, methods and skills in maintaining life and alleviating suffering, and vocational adjustments where the student starts to function as a graduate under supervision. Students are required to pass each subject area in logical sequence.		
PNE 1011	Laboratory Study I	(F) 2(0-4-0)
Nursing care demonstrations, arts, and skills are provided in clinical facility and practice laboratory.		
PNE 1022	Laboratory Study II	(W) 1(0-2-0)
A study of more advanced nursing skills related to the medical-surgical patient within the role of the practical nurse, maternity nursing, and pediatric nursing.		
PNE 1222	Clinical Practice I	(W) 7(0-0-22)
Clinical practice of nursing skills, diet therapy, and treatments of selected patients in medical or surgical conditions in the clinical facility; and administration of medicines, clinical experiences, and nursing care of the maternity patient and newborn infant.		
PNE 1333	Clinical Practice II	(S) 8(0-0-25)
A continued study of patients of all ages in medical-surgical conditions, nursing care of children, behavioral patterns of children in health and disease of all ages, geriatrics, and the administration of medicines.		
PNE 1444	Clinical Practice III	(SS) 8(0-0-24)
Advanced arts and skills of patients of all ages, recovery room experience, emergency room experience, and total patient care of the medical surgical patient.		

## PSYCHOLOGY

PSY 98	Group Counseling	(Var.) 3*(3-0)
This course is intended to give students who are having academic difficulty intense counseling and supervision as a guide toward academic success. Emphasis will be placed on effective study habits such as note taking and scheduling for effective use of time. Graded on a satisfactory (S), unsatisfactory (U) basis.		
PSY 100	Human Potential Seminar	(Var.) 2(1-2)
Through a small structured group process, the purpose of this course is to assist persons in discovering and actualizing their capabilities and strengths. The seminars elicit individual discovery and group reinforcement of the personal strengths, motivators, values, and the successful and satisfying experiences of each participant. The major emphasis of this course is the development of the <i>total</i> person through identification of values and the formation of goals for life.		

\* Denotes preparatory credit (non-transferable)

Graded on a satisfactory (S), unsatisfactory (U) basis.

<b>PSY 201-202</b>	<b>General Psychology I, II</b>	(F,W,S,SS) 3(3-0)
	Emphasizes psychology as a science of behavior; man as a biological organism in a social world; man as a motivated person with attitudes, emotions, needs and desires; man as a thinking, imagining, reasoning, and learning person.	
<b>PSY 221-222</b>	<b>Educational Psychology I, II</b>	(W,S) 3(3-0)
	The teaching-learning process with an emphasis on learning theory, transfer, problem solving, habit formation, individual differences, and factors that facilitate learning. Focus is on the individual—how one grows and how intelligence and motivation combine to shape personality.	
	Prerequisite: EDU 201 or PSY 201 or permission of the instructor.	
<b>PSY 231</b>	<b>Child Growth and Development</b>	(S) 3(3-0)
	A study of the principles of growth and the development of the child, beginning with prenatal factors. Biological, emotional, social, and intellectual aspects are examined.	
	Prerequisite: PSY 201.	
<b>PSY 1060</b>	<b>Industrial, Community, and Personal Relations</b>	(S) 2(2-0-0)
	A study to promote a clear understanding of the basic principles of human psychology, particularly as applied to the personal relations involved in successfully holding and performing a job in modern industry.	

## **SOCIOLOGY**

<b>SOC 201</b>	<b>Introduction to Sociology I</b>	(F,S) 3(3-0)
	An introduction to the essential concepts and principles of Sociology. Sociology 201 includes an analysis of the structure and function of society and culture, personality, socialization, role, status, social control and deviation, social groups, institutions, and the family.	
<b>SOC 202</b>	<b>Introduction to Sociology</b>	(W,SS) 3(3-0)
	This course continues the study of social organizations and includes the processes of social interaction, concepts of human ecology, social and cultural change, and social movements.	
<b>SOC 203</b>	<b>The Urban Community</b>	(Var.) 3(3-0)
	The course is grounded in relevant literature on the research techniques and current theories concerning the phenomenon of urbanization, speaking experientially of the cultural bases, social organization, ecological aspects, and problems of the American urban community. A further concern is the dialectical relationship between society and the individual.	
	Prerequisites: SOC 201 and SOC 202.	

SOC 204	<b>Social Problems</b>	(Var.) 3(3-0)
	Contemporary social problems: social change; crime and delinquency; dominant-minority group relations; value conflict; student protest; population explosion; and social deviancy.	
	Prerequisites: SOC 201 and SOC 202.	
<b>SPANISH</b>		
SPA 101-102-103	<b>Elementary Spanish I, II, III</b>	(F,W,S) 3(3-1)
	Pronunciation, grammar, oral and written exercises, conversation, dictation, and introductory reading material. Students who have acquired two high school units in Spanish may not take Spanish 101-102-103 except by permission of the instructor.	
SPA 151-152-153	<b>Intermediate Spanish I, II, III</b>	(F,W,S) 3(3-1)
	For students with two years high school or one year college Spanish. Systematic review of Spanish grammar with some written composition and oral practice and with further reading of modern prose (short stories, drama, etc.), of both Spanish and Spanish-American writers.	
SPA 200	<b>Selected Readings in Spanish</b>	(Var.) 3(3-0)
	Selected readings in Spanish. A course for those particularly interested in learning to read Spanish. Selections of short stories and drama will be used to provide ample vocabulary idioms, etc.	
	Prerequisite: Permission of the instructor.	
<b>SPEECH</b>		
SPH 101	<b>Voice and Diction</b>	(F,W,S,SS) 3(3-0)
	Vocal and auditory mechanisms; exercises in phrasing, voice projection and articulation; and standard regional and general American pronunciation.	
SPH 102	<b>Introduction to Phonetics</b>	(W,SS) 3(3-0)
	A study of the separate sounds of standard regional and general American pronunciation.	
SPH 201	<b>Public Speaking</b>	(F,W,S,S) 3(3-0)
	Speech preparation and delivery. Practical training in presentation of short speeches.	

## **SURGERY**

<b>T-SUR 101</b>	<b>Introduction to Operating Room</b>	<b>(F) 4(3-3-0)</b>
This is an introductory course devoted to developing an understanding of the principles of operating room technique and to acquiring fundamental skills essential to assisting in the operating room. Instruction includes environmental and personal orientation; weights and measures; anesthesia; operating room procedures; operating room techniques; operating room personnel duties; and ethical, moral and legal responsibilities.		
<b>T-SUR 102</b>	<b>Surgical Procedures I</b>	<b>(W) 5(4-3-0)</b>
This course includes procedures for general surgery, obstetrics and gynecology, ophthalmology, orthohinolargngology, plastic surgery, oral surgery, urology, orthopedic surgery, thoracic surgery, cardiovascular and peripheral vascular surgery.		
<b>T-SUR 103</b>	<b>Surgical Procedures II</b>	<b>(S) 4(3-3-0)</b>
Continuation of Surgical Procedures I.		
<b>T-SUR 104</b>	<b>Clinical Procedures I</b>	<b>(W) 5(0-0-15)</b>
The student is given an opportunity to demonstrate in an actual clinical situation his ability to assist a surgeon in the procedures learned in the classroom.		
<b>T-SUR 105</b>	<b>Clinical Procedures II</b>	<b>(S) 8(0-0-24)</b>
A continuation of Clinical Procedures I.		
<b>T-SUR 106</b>	<b>Suggested Seminar I</b>	<b>(W) 2(2-0-0)</b>
This seminar time will be used in review of experiences received in Surgical Procedures and Clinical Procedures I.		
<b>T-SUR 107</b>	<b>Suggested Seminar II</b>	<b>(S) 1(1-0-0)</b>
This seminar time will be used in review of experiences received in Surgical Procedures and Clinical Procedures II.		

## **TECHNOLOGY**

<b>T-TEC 201</b>	<b>Technical Report Writing</b>	<b>(S) 4(4-0)</b>
A study of the design and composition of both the long and short forms of technical reports. Exercises in developing typical technical reports, using writing techniques and graphic devices, are completed by the student. Practical application in the preparation of a full-length technical report is required of each student at the end of the term. Prerequisite: ENG 101.		

## **WELDING**

<b>WLD 1401</b>	<b>Basic Welding</b>	<b>(S) 3(2-3)</b>
This course is designed to acquaint automotive mechanic and machinist trade students with basic welding principles and techniques. Instruction includes welding shop safety, proper use of equipment, gas welding and brazing, oxy-acetylene cutting and arc welding.		

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